

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/4/2021 4:30:00 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Thu Apr 15, 2021 4pm – 4:30pm Eastern Time - New York

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN) **Ex. 6**

[More phone numbers](#)

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie

#### [more details »](#)

Going (green.jamie.a@epa.gov)? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).



## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/4/2021 4:30:00 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

This event has been changed.

### Snap x EPA

**When** Changed: Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN: Ex. 6)

More phone numbers

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

#### **more details »**

Going (green.jamie.a@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).



## Appointment

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 4/20/2021 1:10:20 PM  
**To:** rvangelos@snapchat.com  
**Subject:** Accepted: Snap x EPA  
**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Recurrence:** (none)

## Appointment

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 4/4/2021 6:23:13 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]  
**Subject:** Accepted: Snap x EPA  
**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Recurrence:** (none)

Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 4/6/2021 1:48:39 PM  
**To:** Sofia Gross [sofiag@snap.com]; teddy.landis@snap.com; Megan Rollins [megan@snap.com]  
**Subject:** RE: Hello from my new home!

Sofia,

I am looking forward to meeting with you and your team!

Nice to e-meet you Megan and Teddy.

Best,

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Sofia Gross <sofiag@snap.com>  
**Sent:** Sunday, April 4, 2021 12:28 PM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>; teddy.landis@snap.com; Megan Rollins <megan@snap.com>  
**Subject:** Re: Hello from my new home!

Hi Jamie!

SO exciting. I am so proud of you. Beyond well deserved and they are lucky to have you! I am adding in our newest member of the team [@Teddy Landis](#) who will be helping with our partnerships in addition to [@Megan Rollins](#) who helps lead creative for our policy partnerships. We will brainstorm a few fun ideas before our time together. What about Thursday the 15th at 4PM ET? Will send a calendar invite now and we can modify as needed.

So exciting!

Very best,

Sofia

On Fri, Apr 2, 2021 at 3:49 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Hey Sofia,

I just wanted to touch base to let you know that I am now the Director for Digital Strategy here at the EPA. I wanted to set-up sometime to talk to you about a possible Snapchat strategy for the agency.

Chuck from our Web Communications team is going to run point on the technical and licensing needs, but I wanted to chat with you briefly about what other agencies are doing well.

Looking forward to working with you! Have a great weekend.

Best,

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

--

Sofia Rose Gross

Public Policy + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750



Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 4/9/2021 12:57:38 PM  
**To:** Desiree Ansari [dansari@stayuncmmn.com]  
**Subject:** RE: Hello from my new home!

Hey Desiree,

I'll have something for you by early next week.

Best,

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Desiree Ansari <dansari@stayuncmmn.com>  
**Sent:** Tuesday, April 6, 2021 10:58 AM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Subject:** Re: Hello from my new home!

Do you have a briefing you can share with more info?

Desiree Ansari

**UNCMMN** Talent Manager

[323-633-6907](tel:323-633-6907) | [stayuncmmn.com](http://stayuncmmn.com)

More on UNCMMN here: [The Hollywood Reporter](#) | [The Wrap](#) | [Deadline](#)

On Apr 6, 2021, at 7:56 AM, Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Hey Desiree,

We are looking at launching a Snapchat account on Earth Day and would love to maybe do a series of quick fact videos with influencers to launch.

Let me know what you think!

Best,

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Desiree Ansari <[dansari@stayuncmmn.com](mailto:dansari@stayuncmmn.com)>  
**Sent:** Sunday, April 4, 2021 4:47 PM  
**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>  
**Subject:** Re: Hello from my new home!

A lot of our celebrity and influencer clients have been posting a lot about the world so definitely think we can create synergies here. Please share any upcoming opportunities and we can brainstorm on how to bring to clients in the future!

Desiree Ansari

**UNCMMN** Talent Manager

[323-633-6907](tel:323-633-6907) | [stayuncmmn.com](http://stayuncmmn.com)

More on UNCMMN here: [The Hollywood Reporter](#) / [The Wrap](#) / [Deadline](#)

On Apr 1, 2021, at 6:36 AM, Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Good morning Desiree,

I just wanted to shoot you note so that you have my new email here at EPA. Please let me know if any of your clients would be interested in partnering with us on environmental issues. We are looking to ensure we're amplifying climate activists of all backgrounds.

Since Earth Day falls into April, we're definitely looking to do some cool stuff on social media around the day.

Let me know if you have any ideas!

Best,

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

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**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 6/3/2021 3:02:26 PM  
**To:** Fan, Shirley [Fan.Shirley@epa.gov]; Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Subject:** RE: Snapchat

Rebecca is my main contact. I'm sure she can point us to the right person.

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Fan, Shirley <fan.shirley@epa.gov>  
**Sent:** Thursday, June 3, 2021 10:56 AM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Snapchat

Is that a legal contact or a general person we can ask questions to?

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Thursday, June 3, 2021 10:54 AM  
**To:** Fan, Shirley <fan.shirley@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Snapchat

Rebecca Vangelos

[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Fan, Shirley <fan.shirley@epa.gov>  
**Sent:** Thursday, June 3, 2021 10:49 AM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Snapchat

For the application, I need a contact name and email for Snapchat, which I haven't been able to find. Also, after talking with Chuck, we'd need to figure out a way to keep records of what was done on Snapchat. I will email the federal government's social media COP after I send this email to ask for others' experience in setting up such an account.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>  
**Sent:** Thursday, June 3, 2021 9:43 AM  
**To:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** Snapchat

Hey Chuck,

Just wanted to quickly fill you in about Snapchat: Snapchat takes about 30 days to get an account up and running. The issue we ran into is that Snapchat isn't in app catalog so I couldn't create the account since Snap doesn't have a desktop site.

I mentioned all of this to Shirley and she's working on get the app cleared and then we can create the account which Snapchat can then verify.

Shirley, do you have any updates here?

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 6/10/2021 1:33:13 PM  
**To:** Sofia Gross [sofiag@snap.com]; Rebecca Vangelos [rvangelos@snap.com]  
**CC:** Fan, Shirley [Fan.Shirley@epa.gov]; Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Subject:** RE: EPA Snapchat

Thank you!

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Sofia Gross <sofiag@snap.com>  
**Sent:** Tuesday, June 8, 2021 6:43 PM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>; Rebecca Vangelos <rvangelos@snap.com>  
**Cc:** Fan, Shirley <fan.shirley@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Re: EPA Snapchat

Hi! Sorry, was out yesterday. Adding [@Rebecca Vangelos](#) who I know is connected on another thread on this front! We are happy to help -- thanks!

On Mon, Jun 7, 2021 at 3:54 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Hey Sofia,

We're working with our internal team to get the terms of service working to get Snapchat authorized and we need to connect with someone in your legal department. Can you make that connection?

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

--

Sofia Rose Gross

Public Policy | Head of Policy Partnerships + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750

Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 6/8/2021 8:33:16 PM  
**To:** Fan, Shirley [Fan.Shirley@epa.gov]  
**Subject:** RE: Snapchat mobile app request

Amazing! Thank you.

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Fan, Shirley <fan.shirley@epa.gov>  
**Sent:** Tuesday, June 8, 2021 4:33 PM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Subject:** FW: Snapchat mobile app request

I just sent in the mobile app request for Snapchat and asked for an approval date of next week.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Fan, Shirley  
**Sent:** Tuesday, June 8, 2021 3:38 PM  
**To:** MAAC <[MAAC@epa.gov](mailto:MAAC@epa.gov)>  
**Cc:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** Snapchat mobile app request

Hello,

Attached is a completed mobile app request form for Snapchat.

Please let me know if you need anything else from me.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 6/3/2021 3:05:51 PM  
**To:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]; Fan, Shirley [Fan.Shirley@epa.gov]  
**Subject:** RE: DRAFT: Snapchat Records Procedure

Thanks for this, Chuck. This is super helpful.

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Sent:** Thursday, June 3, 2021 11:03 AM  
**To:** Fan, Shirley <fan.shirley@epa.gov>; Green, Jamie <Green.Jamie.A@epa.gov>  
**Subject:** DRAFT: Snapchat Records Procedure

Below is the previous records capture procedure that was being discussed before I became director. I'm unclear

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

**Chuck Widener**  
Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Fan, Shirley <fan.shirley@epa.gov>  
**Sent:** Thursday, June 03, 2021 10:56 AM



**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Snapchat

Is that a legal contact or a general person we can ask questions to?

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>  
**Sent:** Thursday, June 3, 2021 10:54 AM  
**To:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Snapchat

Rebecca Vangelos

[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](https://twitter.com/EPA)

---

**From:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>  
**Sent:** Thursday, June 3, 2021 10:49 AM  
**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Snapchat

For the application, I need a contact name and email for Snapchat, which I haven't been able to find. Also, after talking with Chuck, we'd need to figure out a way to keep records of what was done on Snapchat. I will email the federal government's social media COP after I send this email to ask for others' experience in setting up such an account.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>  
**Sent:** Thursday, June 3, 2021 9:43 AM  
**To:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** Snapchat

Hey Chuck,

Just wanted to quickly fill you in about Snapchat: Snapchat takes about 30 days to get an account up and running. The issue we ran into is that Snapchat isn't in app catalog so I couldn't create the account since Snap doesn't have a desktop site.

I mentioned all of this to Shirley and she's working on get the app cleared and then we can create the account which Snapchat can then verify.

Shirley, do you have any updates here?

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

---

**From:** Green, Jamie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EAD99073447147139ED988F4A7079777-GREEN, JAMI]  
**Sent:** 6/7/2021 7:54:37 PM  
**To:** Sofia Gross [sofiag@snap.com]; Fan, Shirley [Fan.Shirley@epa.gov]  
**CC:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Subject:** EPA Snapchat

Hey Sofia,

We're working with our internal team to get the terms of service working to get Snapchat authorized and we need to connect with someone in your legal department. Can you make that connection?

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

---

**From:** Rebecca Vangelos [rvangelos@snapchat.com]  
**Sent:** 6/1/2021 3:20:09 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]  
**CC:** Sofia Gross [sofiag@snap.com]; Rebecca Vangelos [rvangelos@snap.com]; Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Subject:** Re: EPA Snapchat

Okay great I'll keep an eye out for it tomorrow. Thank you!

Let us know if there's anything you need from us to help with gaining access to the app.

On Tue, Jun 1, 2021 at 8:13 AM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

We don't have an account.

My colleague Chuck can make an account once he gets back in tomorrow. It looks like the Snapchat app is currently not available for download on our devices so we need to work with our team on that.

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Rebecca Vangelos <[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)>  
**Sent:** Tuesday, June 1, 2021 11:08 AM  
**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>  
**Cc:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>; Rebecca Vangelos <[rvangelos@snap.com](mailto:rvangelos@snap.com)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** Re: EPA Snapchat

One quick follow up - is there an existing snapchat account you have access to for the EPA? If so, could you let me know the username and email associated with the account?

If you don't have one currently, could you please create a temporary Snapchat account using the email you'd like used for the @epa account? Please let me know the temporary username and the email once it's been created. Thanks!

On Tue, Jun 1, 2021 at 7:14 AM Rebecca Vangelos <[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)> wrote:

Hi Jamie,

Apologies for the slow reply here! We're happy to get the EPA snapchat account up and I've initiated that process internally. This can take up to 30 days so I can't guarantee it will be ready by 6/21 but we will try!

As for the filter, we typically support partnered filters and/or lenses for our partner's highest priority moments (around 1 - 2 per year)! Happy to explore how we can partner on a filter/lens for an upcoming tentpole moment.

Of course, if the multimedia team is interested in creating lenses/filters and submitting them organically to Snapchat, we have the [Lens Studio](#) and [creative tools](#) site available.

Let me know if you have any questions!

Best,

Rebecca

On Tue, Jun 1, 2021 at 5:49 AM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Good morning and Happy Tuesday!

I hope everyone enjoyed the long weekend. I just wanted to circle back about getting the EPA Snapchat account up and running.

Looking forward to this launch.

Best,

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Green, Jamie

**Sent:** Wednesday, May 26, 2021 12:23 PM

**To:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>; Rebecca Vangelos <[rvangelos@snap.com](mailto:rvangelos@snap.com)>

**Cc:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>

**Subject:** EPA Snapchat

Hey Sofia and Rebecca,

I wanted to circle back about EPA's Snapchat account! After getting back into my personal account (thanks to you two lovely humans), I've been able to see all the content folks have been putting out, and I think EPA needs to get in on the action.

Ideally, I would like to launch the account on June 21, the first day of Summer! I was hoping to connect with our multimedia team to also get a first day of Summer filter for Snapchat users.

Let me know your thoughts and how we should move forward.

I'm very excited about this!

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

Message

---

**From:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Sent:** 6/11/2021 4:20:07 PM  
**To:** Fan, Shirley [fan.shirley@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]  
**Subject:** RE: Snapchat info

That is good info! 🐼☆

## Ex. 5 Deliberative Process (DP)

**Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>  
**Sent:** Friday, June 11, 2021 12:04 PM  
**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** FW: Snapchat info

Sending this along as this is good information about GSA's experience with Snapchat.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Claire Loxsom - QQBA <[claire.loxsom@gsa.gov](mailto:claire.loxsom@gsa.gov)>  
**Sent:** Friday, June 11, 2021 11:30 AM  
**To:** Fan, Shirley <[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)>  
**Cc:** [tts-info@gsa.gov](mailto:tts-info@gsa.gov); Dahianna Salazar Foreman - QUC <[dahianna.salazarforeman@gsa.gov](mailto:dahianna.salazarforeman@gsa.gov)>  
**Subject:** Re: digitalgov contact

Good morning, Shirley,

Thank you for your patience reaching out to our team (and thanks Dahianna for making the connection!). We had to look back to when we originally set up our Snapchat account to answer your questions.

Overall, we worked on federally-friendly ToS with Snapchat back in 2016 where GSA lawyers negotiated with the platform's lawyers. The ToS for Government Users is still live on their website and included as an amendment to the general ToS for any Snapchat users. Because of that, individual agencies don't have to do a separate negotiation with the

platform - next steps will likely be your general council reviewing the federal ToS, then hopefully approve EPA's use of Snapchat.

We do have a business account, but didn't use some of the paid features like ads manager. You have more access to insights with a business account which can help track success metrics, but overall, it depends on your goals. I will add the caveat that though USAGov still has a Snapchat account, we haven't actively used it since 2019 and shifted many resources to other social media platforms, like Instagram, so I don't have all of the latest management tactics. Overall, it seems like Snapchat has grown their insights (tracking things like followers, reach, demographic info on your account) since we last used it. I found a step-by-step guide for setting up and overall tips for managing a business account.

Re: recordkeeping - we did a lot of manual screenshots, saved the images we shared before sharing them, and tracked every post in a Google spreadsheet. Not only did we track views, screenshots and interactions on specific stories, but our overall following and changes over time. I'm not sure if other record-keeping tools have gotten more sophisticated and integrated with Snapchat, but being a mobile-only app vs. others (like Facebook and Twitter) that often can be scheduled through marketing management tools makes for more manual tracking on the backend.

I hope that helps address all of your questions - if not, please reach out directly to me and I'll try to help provide more USAGov context. Good luck as you keep exploring Snapchat!!

On Tue, Jun 8, 2021 at 10:24 AM Dahianna Salazar Foreman - QUC <[dahianna.salazarforeman@gsa.gov](mailto:dahianna.salazarforeman@gsa.gov)> wrote:

Hi Shirley,

Thank you for your email. I've forwarded your request regarding Snapchat to the USAGov team. They'll get back to you as soon as possible. If there's anything else we can help you with, please let me know.

All the best,

**Error! Filename not specified.**

**U.S. General Services Administration**

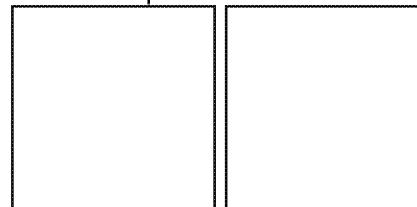
**Dahianna V. Salazar Foreman**

Digital Marketing

TTS Outreach

Technology Transformation Services

Federal Acquisition Service



On Tue, Jun 8, 2021 at 10:08 AM 'Fan, Shirley' via TTS Public <[tts-info@gsa.gov](mailto:tts-info@gsa.gov)> wrote:

Hello,

I'm having trouble getting a response from [digitalgov@gsa.gov](mailto:digitalgov@gsa.gov), so I am contacting this email instead.



I read an article about Snapchat at <https://digital.gov/2016/04/01/why-we-launched-a-snapchat-account-and-how-well-measure-success/> and saw that you were successful at setting an account up.

We are looking to set up a Snapchat account for EPA. Can you provide details on how you were able to negotiate the terms of service, your POCs, if you need to get a business account, how you do recordkeeping?

Thank you,

Shirley Fan

Office of Public Affairs

U.S. Environmental Protection Agency

202-564-2425

[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

--

You received this message because you are subscribed to the Google Groups "TTS Public" group.

To unsubscribe from this group and stop receiving emails from it, send an email to [tts-info+unsubscribe@gsa.gov](mailto:tts-info+unsubscribe@gsa.gov).

To view this discussion on the web visit <https://groups.google.com/a/gsa.gov/d/msgid/tts-info/BLAPR09MB6691593C2CB728474CD58BD7E9379%40BLAPR09MB6691.namprd09.prod.outlook.com>.



**Claire Loxsom**

Senior Program Analyst, USAGov Outreach (She/Her)

General Services Administration, Technology Transformation Services

M: EX. 6

Interested in more? [Subscribe to USAGov emails](#) or [partner with us!](#)

Message

---

**From:** Fan, Shirley [fan.shirley@epa.gov]  
**Sent:** 6/3/2021 2:54:38 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]; Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Subject:** RE: Snapchat

Thank you!

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
fan.shirley@epa.gov

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Thursday, June 3, 2021 10:54 AM  
**To:** Fan, Shirley <fan.shirley@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Snapchat

Rebecca Vangelos

[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

---

**From:** Fan, Shirley <fan.shirley@epa.gov>  
**Sent:** Thursday, June 3, 2021 10:49 AM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Snapchat

For the application, I need a contact name and email for Snapchat, which I haven't been able to find. Also, after talking with Chuck, we'd need to figure out a way to keep records of what was done on Snapchat. I will email the federal government's social media COP after I send this email to ask for others' experience in setting up such an account.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Thursday, June 3, 2021 9:43 AM  
**To:** Fan, Shirley <fan.shirley@epa.gov>; Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Snapchat

Hey Chuck,

Just wanted to quickly fill you in about Snapchat: Snapchat takes about 30 days to get an account up and running. The issue we ran into is that Snapchat isn't in app catalog so I couldn't create the account since Snap doesn't have a desktop site.

I mentioned all of this to Shirley and she's working on get the app cleared and then we can create the account which Snapchat can then verify.

Shirley, do you have any updates here?

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

---

**From:** Fan, Shirley [fan.shirley@epa.gov]  
**Sent:** 6/8/2021 8:32:31 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Subject:** FW: Snapchat mobile app request  
**Attachments:** Snapchat\_mobile\_app\_request\_form.pdf

I just sent in the mobile app request for Snapchat and asked for an approval date of next week.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
fan.shirley@epa.gov

---

**From:** Fan, Shirley  
**Sent:** Tuesday, June 8, 2021 3:38 PM  
**To:** MAAC <MAAC@epa.gov>  
**Cc:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Snapchat mobile app request

Hello,

Attached is a completed mobile app request form for Snapchat.

Please let me know if you need anything else from me.

Shirley Fan  
Office of Public Affairs  
U.S. Environmental Protection Agency  
202-564-2425  
[fan.shirley@epa.gov](mailto:fan.shirley@epa.gov)

# Mobile Application Request Form

---

This form is to be used when requesting the review and approval of third-party, mobile applications for use on EPA mobile devices.

To ensure the application has not been previously approved or denied, click on the two links below. Also, look to see if any approved applications could provide similar functionality that may be used to meet your needs.

- A list of approved apps can be found on the Mobile Application Status Chart at [Added to App Catalog](#).
- A list of prohibited apps use can be found on the Mobile Application Status Chart at [Prohibited Apps](#).

After reviewing the SharePoint sites above, if you still require the app for business needs, please complete the form below to request approval. A separate form must be submitted for each requested third-party, mobile application.

Submit the completed form to the [Mobile Application Approval Committee \(MAAC\)](#) ([maac@epa.gov](mailto:maac@epa.gov)). Minimum turnaround time for requests is four (4) business days assuming issues are not identified during review of applications. You can visit the [Mobile Application Status Chart](#) for status on your request. View the [Quick Reference Guide: Mobile Application Status Chart Instructions \(PDF\)](#) (3 pp, 613 K) for instructions on how to use this SharePoint site.

**NOTE:** Requests for mobile applications that do not have an associated cost must be approved by the requestor's supervisor or manager. Mobile applications that have an associated cost must be approved by the requestor's supervisor as well as the Senior Information Official (SIO). SIO may delegate their review to the Information Management Officer (IMO), Information Security Officer (ISO) or Program Manager. <sup>1</sup> If the application interacts with other Agency systems/applications, the request must be approved by the SIO. Delegation of the approval process is not permitted. Submission of the form indicates that the supervisor and/or SIO, IMO, ISO or Program Manager have verified that the application meets a critical business need and, if the application is approved, financial resources exist (if applicable) to support the purchase of the application.

## 1. Requestor (To Be Completed By Requestor)

### 1.1 Requestor/Contact

Please indicate the name of the individual who should be contacted (if different than the SIO/IMO/ISO) with questions about the request or the use of the application.

Name Shirley Fan

Office AO/OPA/OWC

---

<sup>1</sup> Note: While the MAAC will receive and review all third-party, mobile application requests, EPA is unable to deliver paid mobile applications until the necessary infrastructure is in place.

Phone 202-564-2425  
Email fan.shirley@epa.gov

## 1.2 Third-party, Mobile Application to Be Reviewed

Please provide the following information about the third-party, mobile application to be reviewed by the MAAC. The inclusion of this information will ensure the MAAC is reviewing the correct version of the mobile application.

Application name	Snapchat
Application owner name	Snap, Inc.
Application owner phone	Click here to enter text.
Application owner email	rvangelos@snapchat.com (Rebecca Vangelos)
Version number	11.30.0.36
Application URL*	<a href="https://fnd.io/#/us/iphone-app/447188370-snapchat-by-snap-inc">https://fnd.io/#/us/iphone-app/447188370-snapchat-by-snap-inc</a>
Applicable Apple device(s) on which the application will be available (e.g., iPhone 6)	iPhone

\*Search <https://fnd.io> to find the applicable Apple Store URL of the mobile application.

## 1.3 Terms of Service

The Terms of Service (ToS) describes the terms that users must agree to follow in order to use an application. Please review the terms of service for the requested application. Instructions for reviewing the ToS are available in the reference document - [Summary – Terms of Service Review Process \(PDF\)](#) (2 pp, 235 K). OGC has also developed a [Terms of Service Checklist \(PDF\)](#) (3 pp, 491 K) for you to complete as part of the review. In addition, please provide a link to the ToS or attach it when you submit this form to the MAAC. If you have questions about the checklist or are unable to locate the ToS, please contact [maac-legal@epa.gov](mailto:maac-legal@epa.gov).

Terms of Service URL <https://snap.com/en-US/terms#terms-us>

## 1.4 Requested Completion Date for Review Decision

Please indicate the date by which you need a review decision. While the MAAC will do its best to meet your requested date, the minimum turnaround time for requests is four (4) days assuming issues are not identified during review of the mobile application.

Date 6/14/2021

## 1.5 Mobile Application Type

Please indicate which of the following categories best describes the intended use of the third-party, mobile application.

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Book                          | <input type="checkbox"/> Navigation                   | <input type="checkbox"/> Travel    |
| <input type="checkbox"/> Data Management &<br>Analysis | <input type="checkbox"/> News                         | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Education                     | <input type="checkbox"/> News Stand                   | <input type="checkbox"/> Weather   |
| <input type="checkbox"/> Finance                       | <input type="checkbox"/> Photo and Video              | <input type="checkbox"/> Research  |
| <input type="checkbox"/> Health                        | <input type="checkbox"/> Productivity                 | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Medical                       | <input type="checkbox"/> Reference                    |                                    |
|  | <input checked="" type="checkbox"/> Social Networking |                                    |

If “Other”, please describe. [Click here to enter text.](#)

## 1.6 Business Need

Describe how the third-party, mobile application will be used (e.g., business justification).

Promote EPA activities

## 1.7 Third-party, Mobile Application Users

Please identify proposed users of the third-party, mobile application (e.g., Emergency Responders, All EPA Employees).

Social media contacts

## 1.8 Data Collected or Shared

Does the application interact (e.g., collect or transmit information to/from) with any other EPA system, applications, etc. (e.g., Office 365, Compass, etc.)?

☐ Yes ☒ No

Please describe any information to be collected or transmitted via the third-party, mobile application (e.g., names, addresses, phone numbers, photographic images).

Photos, videos, captions

Will any Personally Identifiable Information (PII) or other sensitive data be collected or transmitted via this third-party, mobile application?

☐ Yes ☒ No

If yes, please describe. [Click here to enter text.](#)

## 1.9 Third-party, Mobile Application Costs

Are there any costs associated with this third-party, mobile application?

☐ Yes (Complete Section 2) ☒ No (Complete Section 3)

Please describe the costs associated with the application, if applicable.

[Click here to enter text.](#)

**NOTE:** While the MAAC will receive and review all app requests, EPA is unable to deliver paid mobile applications until the necessary infrastructure is in place.

## 2. Program/Regional Office Approval for Third-Party, Mobile Applications with Costs

**NOTE:** EPA SIOs must approve requests for third-party, mobile applications that have an associated cost, in addition to the requestor's manager/supervisor. SIOs may delegate this authority to the IMO, ISO or Program Manager within their office. Approval of the request form is required to submit the form for Agency-wide review. Minimum turnaround time for requests is four (4) business days assuming issues are not identified during review of applications.



Role	Decision	Name/Title	Phone Number	Email Address	Signature
Manager/ Supervisor	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Click here to enter text.	Click here to enter text.	Click here to enter text.	
Senior Information Official (or IMO or ISO, as designated)	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Click here to enter text.	Click here to enter text.	Click here to enter text.	

## 2.1 Third-Party, Mobile Application Use and Priority (To Be Completed by the SIO or Designee):

Please indicate which of the following best describe the use of the third-party, mobile application.

### Breadth of use:

- ☐ By all Agency mobile device users.
- ☐ By one or more program/regional offices.
- ☐ By specific job functions (e.g., Emergency Responders, Project Managers)
- ☐ By an individual.

### Functionality

Is the third-party, mobile application critical to performing job responsibilities?

- ☐ Yes
- ☐ No

Is there another mobile application/tool currently available that provides the same or similar functionality?

- ☐ Yes. Please indicate. [Click here to enter text.](#)
- ☐ No

### Priority

- ☐ High Priority – The third-party, mobile application is critical to my office/the Agency and supports an immediate need not satisfied through existing tools.
- ☐ Medium Priority – The third-party, mobile application is very important to my office/the Agency but the capabilities the application provides can be satisfied through the use of other tools.
- ☐ Low Priority – The third-party mobile application is useful to specific individuals within my office, but the capabilities the application provides can be satisfied through the use of other

tools.

## 2.2 Availability of Funds (To Be Completed by the SIO or Designee):


Has the requesting office confirmed funds are available to procure the third-party, mobile application if the request is approved?

☐ Yes

☐ No

## 3. Program/Regional Office Approval for Third-party, Mobile Applications with No Costs

**NOTE:** Approval of request form is required to submit the form for Agency-wide review. Minimum turnaround time for requests is four (4) business days assuming issues are not identified during review of applications.

Role	Decision	Name/Title	Phone Number	Email Address	Signature
Manager/ Supervisor	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Chuck Widener, Director of Web Communication s	202-564-8403	widener.char les@epa.gov	 CHARLES WIDEN ER Digitally signed by CHARLES WIDENER Date: 2021.06.08 15:29:29 -04'00'

### 3.1 Third-party, Mobile Application Use and Priority (To Be Completed by the Requestor's Manager/Supervisor):

Please indicate which of the following best describe the use of the third-party, mobile application.

#### Breadth of use:

☐ By all Agency mobile device users.

☐ By one or more program/regional offices.

☒ By specific job functions (e.g., Emergency Responders, Project Managers)

☐ By an individual.

#### Functionality

Is the third-party, mobile application critical to performing job responsibilities?

☒ Yes

☐ No

Is there another mobile application/tool currently available that provides the same or similar functionality?

☐ Yes. Please indicate. [Click here to enter text.](#)

☒ No

**Priority**

- ☒ High Priority – The third-party, mobile application is critical to my office/the Agency and supports an immediate need not satisfied through existing tools.
- ☐ Medium Priority – The third-party, mobile application is very important to my office/the Agency but the capabilities the application provides can be satisfied through the use of other tools.
- ☐ Low Priority – The third-party, mobile application is useful to specific individuals within my office, but the capabilities the application provides can be satisfied through the use of other tools.

## Appointment

---

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:22:02 PM  
**To:** rvangelos@snapchat.com; Levy, Maxwell [Levy.Maxwell@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Tue May 4, 2021 1pm – 1:25pm Pacific Time - Los Angeles

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN) Ex. 6

[More phone numbers](#)

**Calendar** green.jamie.a@epa.gov

**Who**

- rvangelos@snapchat.com - organizer
- Levy, Maxwell
- Green, Jamie
- Sofia Gross

#### **[more details »](#)**

Going (green.jamie.a@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**To:** rvangelos@snapchat.com; Levy, Maxwell [levy.maxwell@epa.gov]; Green, Jamie [green.jamie.a@epa.gov]; Sofia Gross [sofiag@snap.com]  
**Subject:** Snap x EPA  
**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)

This event has a video call.

Join:

(US)  PIN:

View more phone numbers:

View your event at

**Ex. 6**

## Appointment

---

**From:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Sent:** 4/6/2021 10:10:19 PM  
**To:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]  
**Subject:** Outstanding Social Needs  
**Location:** Microsoft Teams Meeting  
**Start:** 4/7/2021 3:30:00 PM  
**End:** 4/7/2021 4:00:00 PM  
**Show Time As:** Busy

**Required Attendees:** Green, Jamie

---

## Microsoft Teams meeting

### Join on your computer or mobile app

[Click here to join the meeting](#)

### Or call in (audio only)

United States, Washington DC

Phone Conference ID:

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

---

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Tuesday, April 06, 2021 11:46 AM  
**To:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Outstanding Social Needs

Hey Chuck,

I just wanted to possibly meet tomorrow about a few outstanding things I had questions and/or concerns about. If you can answer them via email, happy to do that as well.

- 1.
- 2.
- 3.
- 4.

# Ex. 5 Deliberative Process (DP)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/4/2021 4:30:00 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Canceled event: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (green.jamie.a@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Free

**Recurrence:** (none)

**This event has been canceled.**

### Snap x EPA

**When** Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN) Ex. 6

More phone numbers

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

Invitation from Google Calendar

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).



**Subject:** Snap x EPA

**End:** 4/19/2021 10:00:00 PM

Show Time As: Busy

```
This event has a video call.
join: {
  type: 'video',
  url: 'https://example.com/video-call'
}
```

Join:	Ex. 6			
(US)	Ex. 6	PTN.	Ex. 6	

(US) Ex. 6 PIN: Ex. 6  
View more phone numbers: Ex. 6

[illegible]

Message

---

**From:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Sent:** 5/6/2021 4:42:38 PM  
**To:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]

I'll let Reggie know. I had the same issue with Snapchat the other day

Message

---

**From:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Sent:** 4/1/2021 7:32:30 PM  
**To:** Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]

Snapchat would be like EPA account but I can add that

Message

---

**From:** Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]  
**Sent:** 4/1/2021 7:32:03 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]

Like you had mentioned wanting him active on Insta and maybe semi-active on snapchat and then probably regularly on twitter?

Message

---

**From:** Joseph, Dominique [Joseph.Dominique@epa.gov]  
**Sent:** 5/25/2021 7:53:49 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]

Hey! Random, but a few weeks back did you say we have a Snapchat or TikTok account?

Message

---

**From:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Sent:** 5/25/2021 7:56:33 PM  
**To:** Joseph, Dominique [Joseph.Dominique@epa.gov]

Working with Snapchat but we don't have an account yet

Message

---

**From:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**Sent:** 4/15/2021 8:21:10 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]

Hey! I'm drafting the influencers topper email now -- do you think we should include a heads up about the snapchat launch?

Message

---

**From:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Sent:** 6/10/2021 1:34:31 PM  
**To:** Fan, Shirley [fan.shirley@epa.gov]

Hey Shirley, any word on Snapchat? Like has their team been responsive to you?



Message

---

**From:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Sent:** 6/10/2021 1:35:19 PM  
**To:** Fan, Shirley [fan.shirley@epa.gov]

Okay. I just wanted to make sure the Snapchat team wasn't holding us up

Message

---

**From:** Lance, Kathleen [Lance.Kathleen@epa.gov]  
**Sent:** 4/1/2021 8:37:12 PM  
**To:** Hamilton, Lindsay [Hamilton.Lindsay@epa.gov]  
**CC:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Subject:** RE: Agenda for Digital Meeting

Copy.

Kathleen C. Lance  
Director of Scheduling and Advance  
U.S. Environmental Protection Agency  
Cell: (202) 941-1109

---

**From:** Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>  
**Sent:** Thursday, April 1, 2021 4:05 PM  
**To:** Lance, Kathleen <Lance.Kathleen@epa.gov>  
**Cc:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Subject:** Agenda for Digital Meeting

**Digital Conversation**

- A. Intro to Jamie Green
- B. New Account Possibilities
  - a. Instagram
  - b. Snapchat
- C. Near-term Digital Ideas
  - a. Solution Committee – Snapchat Show
  - b. Twitter Q&A
  - c. Instagram Live for Earth Day
- D. Process
  - a. Twitter
  - b. Other social

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/4/2021 4:28:10 PM  
**To:** Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]

**Subject:** Invitation: Snap x EPA @ Thu Apr 15, 2021 4pm - 4:30pm (EDT) (green.jamie.a@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Thu Apr 15, 2021 4pm – 4:30pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN: Ex. 6)

More phone numbers

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie

### more details »

Going (green.jamie.a@epa.gov)? **Yes - Maybe - No** more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

Message

---

**From:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Sent:** 4/6/2021 9:57:53 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]  
**Subject:** RE: Outstanding Social Needs

I will get on your schedule. I will also schedule a meet and greet with the team for next week.

**Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Tuesday, April 06, 2021 11:46 AM  
**To:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Outstanding Social Needs

Hey Chuck,

I just wanted to possibly meet tomorrow about a few outstanding things I had questions and/or concerns about. If you can answer them via email, happy to do that as well.

- 1.
- 2.
- 3.
- 4.

## Ex. 5 Deliberative Process (DP)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

## Appointment

---

**From:** Widener, Charles (Chuck) [Widener.Charles@epa.gov]  
**Sent:** 4/6/2021 10:10:17 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]

**Subject:** Outstanding Social Needs  
**Location:** Microsoft Teams Meeting

**Start:** 4/7/2021 3:30:00 PM  
**End:** 4/7/2021 4:00:00 PM  
**Show Time As:** Tentative

**Required Attendees:** Green, Jamie

---

## Microsoft Teams meeting

### Join on your computer or mobile app

[Click here to join the meeting](#)

### Or call in (audio only)

United States, Washington DC

Phone Conference ID:

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

---

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Tuesday, April 06, 2021 11:46 AM  
**To:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** Outstanding Social Needs

Hey Chuck,

I just wanted to possibly meet tomorrow about a few outstanding things I had questions and/or concerns about. If you can answer them via email, happy to do that as well.

- 1.
- 2.
- 3.
- 4.

# Ex. 5 Deliberative Process (DP)

Jamie Green  
Director for Digital Strategy  
Cell: 202-816-9200  
Follow us: [@EPA](#)

Message

---

**From:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**Sent:** 4/8/2021 6:37:35 PM  
**To:** Teddy Landis [tlandis2@snapchat.com]; Green, Jamie [Green.Jamie.A@epa.gov]  
**CC:** Sofia Gross [sofiag@snap.com]; teddy.landis@snap.com; Megan Rollins [megan@snap.com]  
**Subject:** RE: Hello from my new home!

Excited to join (and yes, just Max)!

Thanks and talk soon,  
Max

**Max Levy**

Special Assistant  
Office of Public Engagement and Environmental Education  
U.S. EPA Office of the Administrator  
Cell: 202.815.7752 | he/him

---

**From:** Teddy Landis <tlandis2@snapchat.com>  
**Sent:** Thursday, April 8, 2021 2:35 PM  
**To:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Cc:** Sofia Gross <sofiag@snap.com>; teddy.landis@snap.com; Megan Rollins <megan@snap.com>; Levy, Maxwell <Levy.Maxwell@epa.gov>  
**Subject:** Re: Hello from my new home!

Great to meet you, Jamie! I'll go ahead and add Maxwell (Max?) to the invite.

Best,  
Teddy

On Thu, Apr 8, 2021 at 2:19 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Can we add my colleague @Levy, Maxwell to the meeting as well?

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>  
**Sent:** Sunday, April 4, 2021 12:28 PM  
**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; teddy.landis@snap.com; Megan Rollins <[megan@snap.com](mailto:megan@snap.com)>  
**Subject:** Re: Hello from my new home!

Hi Jamie!

SO exciting. I am so proud of you. Beyond well deserved and they are lucky to have you! I am adding in our newest member of the team [@Teddy Landis](#) who will be helping with our partnerships in addition to [@Megan Rollins](#) who helps lead creative for our policy partnerships. We will brainstorm a few fun ideas before our time together. What about Thursday the 15th at 4PM ET? Will send a calendar invite now and we can modify as needed.

So exciting!

Very best,

Sofia

On Fri, Apr 2, 2021 at 3:49 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Hey Sofia,

I just wanted to touch base to let you know that I am now the Director for Digital Strategy here at the EPA. I wanted to set-up sometime to talk to you about a possible Snapchat strategy for the agency.

Chuck from our Web Communications team is going to run point on the technical and licensing needs, but I wanted to chat with you briefly about what other agencies are doing well.

Looking forward to working with you! Have a great weekend.

Best,

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)



--  
  
Sofia Rose Gross

Public Policy + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/15/2021 7:40:23 PM  
**To:** Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Updated invitation: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (green.jamie.a@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

This event has been changed.

### Snap x EPA

**When** Changed: Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** PIN: **Ex. 6**

More phone numbers

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

### **more details »**

Going (green.jamie.a@epa.gov)? **Yes - Maybe - No** more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. Learn More.

Message

---

**From:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**Sent:** 4/15/2021 7:51:54 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]; Rebecca Vangelos [rvangelos@snapchat.com]  
**CC:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]  
**Subject:** RE: Invitation: Snap x EPA @ Thu Apr 15, 2021 1pm - 1:30pm (PDT) (rvangelos@snapchat.com)

2:30-3pm ET would be best for me, but I can also make 5:30-6 work!

**Max Levy**

Special Assistant  
Office of Public Engagement and Environmental Education  
U.S. EPA Office of the Administrator  
Cell: 202.815.7752 | he/him

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Thursday, April 15, 2021 3:51 PM  
**To:** Rebecca Vangelos <rvangelos@snapchat.com>  
**Cc:** Sofia Gross <sofia.gross@snapchat.com>; Megan Rollins <megan.rollins@snapchat.com>; Levy, Maxwell <Levy.Maxwell@epa.gov>  
**Subject:** Re: Invitation: Snap x EPA @ Thu Apr 15, 2021 1pm - 1:30pm (PDT) (rvangelos@snapchat.com)

Any of those work for me!

Jamie Green  
Director for Digital Strategy  
Environmental Protection Agency  
Cell: 202-816-9200

On Apr 15, 2021, at 3:36 PM, Rebecca Vangelos <[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)> wrote:

Hi everyone -

So sorry to do this shortly before our call but our team had something come up and we need to reschedule!

Let me know if either of these windows on Monday 4/19 work for you: 2:30 - 3:00pm, 3:30-4:00pm, or 5:30 - 6:00pm ET.

Thank you!

Best,  
Rebecca

On Fri, Apr 9, 2021 at 4:00 PM Sofia Gross <[sofia.gross@snapchat.com](mailto:sofia.gross@snapchat.com)> wrote:

---

**You have been invited to the following event.**

---

## Snap x EPA

When Thu Apr 15, 2021 1pm – 1:30pm Pacific Time - Los Angeles

Joining info Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN: **Ex. 6**)

More phone numbers

Calendar [rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)

Who

- Sofia Gross - organizer
- Megan Rollins
- [teddy.landis@snap.com](mailto:teddy.landis@snap.com)
- Levy, Maxwell
- [rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)
- to: Green, Jamie

**more details »**

Going ([rvangelos@snapchat.com](mailto:rvangelos@snapchat.com))? **Yes - Maybe - No** more options »

---

Invitation from Google Calendar

You are receiving this email at the account [rvangelos@snapchat.com](mailto:rvangelos@snapchat.com) because you are subscribed for invitations on calendar [rvangelos@snapchat.com](mailto:rvangelos@snapchat.com).

To stop receiving these emails, please log in to <https://calendar.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

---

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/16/2021 10:38:06 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Canceled event: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (green.jamie.a@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

**This event has been canceled.**

### Snap x EPA

**When** Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN: Ex. 6)

More phone numbers

**Calendar** green.jamie.a@epa.gov

**Who**

- Sofia Gross - organizer
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

Invitation from Google Calendar

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

## Appointment

---

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:20:09 PM  
**To:** Levy, Maxwell [Levy.Maxwell@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]

**Subject:** Invitation: Snap x EPA @ Tue May 4, 2021 1pm - 1:25pm (PDT) (green.jamie.a@epa.gov)  
**Attachments:** invite.ics

**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Tue May 4, 2021 1pm – 1:25pm Pacific Time – Los Angeles

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN: Ex. 6)

[More phone numbers](#)

**Calendar** green.jamie.a@epa.gov

**Who**

- rvangelos@snapchat.com - organizer
- Levy, Maxwell
- Green, Jamie
- Sofia Gross

#### [more details »](#)

Going (green.jamie.a@epa.gov)? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account green.jamie.a@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

Message

---

**From:** Rebecca Vangelos [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:20:36 PM  
**To:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**CC:** Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]; Rebecca Vangelos [rvangelos@snap.com]  
**Subject:** Re: Hello from my new home!

Great! Sent a calendar invite with a Google Meet link for 5/4 from 4pm - 4:30pm ET. Looking forward!

On Mon, Apr 19, 2021 at 5:38 AM Levy, Maxwell <Levy.Maxwell@epa.gov> wrote:

Morning! I could do the Tuesday 4-4:30pm time, or the Wednesday 12-12:30.

Looking forward to speaking soon,  
Max

**Max Levy**

Special Assistant  
Office of Public Engagement and Environmental Education  
U.S. EPA Office of the Administrator  
Cell: 202.815.7752 | he/him

---

**From:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Sent:** Saturday, April 17, 2021 9:49 AM  
**To:** Rebecca Vangelos <rvangelos@snapchat.com>; Sofia Gross <sofiag@snap.com>  
**Cc:** Levy, Maxwell <Levy.Maxwell@epa.gov>; Rebecca Vangelos <rvangelos@snap.com>  
**Subject:** RE: Hello from my new home!

Any of these times work for me. I really want to make sure Max can attend, so happy to accommodate based on his availability.

Thanks again.

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Rebecca Vangelos <[rvangelos@snapchat.com](mailto:rvangelos@snapchat.com)>  
**Sent:** Friday, April 16, 2021 6:56 PM  
**To:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>  
**Cc:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; Levy, Maxwell <[Levy.Maxwell@epa.gov](mailto:Levy.Maxwell@epa.gov)>; Rebecca Vangelos <[rvangelos@snap.com](mailto:rvangelos@snap.com)>  
**Subject:** Re: Hello from my new home!

Hi Jamie & Max,

Appreciate your flexibility! Sharing some windows of availability below. Let me know if any of these work.

- Monday, 5/3: 11:30am - 12:00pm ET
- Tuesday, 5/4: 4:00pm - 4:30pm ET
- Wednesday, 5/5: 12:00pm - 12:30pm or 1:30pm - 2:00pm ET

Thank you and have a lovely weekend!

Best,

Rebecca

On Fri, Apr 16, 2021 at 3:35 PM Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)> wrote:

Perfect, we will send over a few options for early May and come prepared with ideas. Thank you for understanding & safe travels!

On Fri, Apr 16, 2021 at 6:22 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Got it.

Let's just reschedule for May. I'm traveling near the end of this month.

Jamie Green  
Director for Digital Strategy



Environmental Protection Agency  
Cell: 202-816-9200

On Apr 16, 2021, at 6:20 PM, Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)> wrote:

Jamie, Max —

I am so sorry to do this to you, twice! I sincerely apologize. It has been a particularly hectic week and I hate having to move this again. We will come back with updated availability soonest.

Thank you,

Sofia

On Thu, Apr 8, 2021 at 2:37 PM Levy, Maxwell <[Levy.Maxwell@epa.gov](mailto:Levy.Maxwell@epa.gov)> wrote:

Excited to join (and yes, just Max)!

Thanks and talk soon,

Max

**Max Levy**

Special Assistant  
Office of Public Engagement and Environmental Education  
U.S. EPA Office of the Administrator  
Cell: 202.815.7752 | he/him

---

**From:** Teddy Landis <[tlandis2@snapchat.com](mailto:tlandis2@snapchat.com)>

**Sent:** Thursday, April 8, 2021 2:35 PM

**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>

**Cc:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>; [teddy.landis@snap.com](mailto:teddy.landis@snap.com); Megan Rollins <[megan@snap.com](mailto:megan@snap.com)>; Levy, Maxwell <[Levy.Maxwell@epa.gov](mailto:Levy.Maxwell@epa.gov)>

**Subject:** Re: Hello from my new home!

Great to meet you, Jamie! I'll go ahead and add Maxwell (Max?) to the invite.

Best,

Teddy

On Thu, Apr 8, 2021 at 2:19 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Can we add my colleague @Levy, Maxwell to the meeting as well?

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

---

**From:** Sofia Gross <[sofiag@snap.com](mailto:sofiag@snap.com)>

**Sent:** Sunday, April 4, 2021 12:28 PM

**To:** Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)>; [teddy.landis@snap.com](mailto:teddy.landis@snap.com); Megan Rollins <[megan@snap.com](mailto:megan@snap.com)>

**Subject:** Re: Hello from my new home!

Hi Jamie!

SO exciting. I am so proud of you. Beyond well deserved and they are lucky to have you! I am adding in our newest member of the team [@Teddy Landis](#) who will be helping with our partnerships in addition to [@Megan Rollins](#) who helps lead creative for our policy partnerships. We will brainstorm a few fun ideas before our time together. What about Thursday the 15th at 4PM ET? Will send a calendar invite now and we can modify as needed.

So exciting!

Very best,

Sofia

On Fri, Apr 2, 2021 at 3:49 PM Green, Jamie <[Green.Jamie.A@epa.gov](mailto:Green.Jamie.A@epa.gov)> wrote:

Hey Sofia,

I just wanted to touch base to let you know that I am now the Director for Digital Strategy here at the EPA. I wanted to set-up sometime to talk to you about a possible Snapchat strategy for the agency.

Chuck from our Web Communications team is going to run point on the technical and licensing needs, but I wanted to chat with you briefly about what other agencies are doing well.

Looking forward to working with you! Have a great weekend.

Best,

Jamie Green

Director for Digital Strategy

Cell: 202-816-9200

Follow us: [@EPA](#)

--

Sofia Rose Gross

Public Policy + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750

--

Sofia Rose Gross

Public Policy + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750

--

Sofia Rose Gross

Public Policy + Social Impact

(e): [sofiag@snap.com](mailto:sofiag@snap.com)

(c): 858-740-8750

## Appointment

---

**From:** Blake, Wendy [Blake.Wendy@epa.gov]

**Sent:** 4/12/2021 2:27:29 PM

**Subject:** Snapchat Account Discussion

**Location:** Microsoft Teams Meeting

**Start:** 4/12/2021 3:30:00 PM

**End:** 4/12/2021 3:45:00 PM

**Show Time As:** Busy

**Recurrence:** (none)

Message

---

**From:** Chaudhary, Dimple [Chaudhary.Dimple@epa.gov]  
**Sent:** 5/24/2021 4:10:49 PM  
**To:** Bermes, Peter [Bermes.Peter@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Engelman-Lado, Marianne [EngelmanLado.Marianne@epa.gov]  
**CC:** Kelly, Lynn [Kelly.Lynn@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Talbert-Duarte, Angelia [talbert-duarte.angelia@epa.gov]; Goldman, Lisa [Goldman.Lisa@epa.gov]; Green, Noelle [Green.Noelle@epa.gov]; Serassio, Helen [Serassio.Helen@epa.gov]  
**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 5.18.2021 dc (Word).docx

This is fantastic. I've attached a few comments, hopefully not too late. Thanks so much.

---

**From:** Bermes, Peter <Bermes.Peter@epa.gov>  
**Sent:** Tuesday, May 18, 2021 3:52 PM  
**To:** Packard, Elise <Packard.Elise@epa.gov>; Engelman-Lado, Marianne <EngelmanLado.Marianne@epa.gov>; Chaudhary, Dimple <Chaudhary.Dimple@epa.gov>; OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>  
**Cc:** Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>  
**Subject:** Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

Hello Elise, Dimple, and Marianne:

Attached please find a draft "Do's and Don'ts" document that was previewed at the May 7 Briefing on External Communications for new arrivals. This is being provided for your review and input- this is not associated with an upcoming meeting.

A word version (which does not include attachments) is attached to this email as well as a PDF version. Please provide comments in whichever format is easiest.

Please provide any comments or feedback by Friday morning or let me know if you will need additional time to review. We can then work to get this finalized and circulated to the meeting attendees.

Thank you,

Peter

Peter Bermes  
Attorney-Advisor, Office of General Counsel  
United States Environmental Protection Agency  
312-886-6631 | 77 West Jackson Blvd. Chicago, IL 60604 | R1325  
he / him / his

DRAFT

Dos and Don'ts

DO

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

DRAFT

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**



Message

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**From:** Serassio, Helen [Serassio.Helen@epa.gov]  
**Sent:** 5/27/2021 12:59:56 PM  
**To:** Talbert-Duarte, Angelia [talbert-duarte.angelia@epa.gov]; Bermes, Peter [Bermes.Peter@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Goldman, Lisa [Goldman.Lisa@epa.gov]; Green, Noelle [Green.Noelle@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]  
**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 5.18.2021\_hls\_5.27.2021.docx

Thanks, Angie. I added a few minor edits and added it to your version.

Best,

Helen

Helen Serassio (she, her, hers)  
Associate General Counsel  
Cross-Cutting Issues Law Office  
Office of General Counsel  
US Environmental Protection Agency  
202-336-2500

---

**From:** Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>  
**Sent:** Wednesday, May 26, 2021 12:28 PM  
**To:** Bermes, Peter <Bermes.Peter@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>  
**Subject:** FW: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

All,

I added some language based on Dimple's comments. The last item I am leaving as written.

Angelia Talbert-Duarte  
Associate General Counsel  
Civil Rights and Finance Law Office  
(202) 564-8158 – Phone  
(202) 564-5416 - Fax

---

**From:** Chaudhary, Dimple <Chaudhary.Dimple@epa.gov>  
**Sent:** Monday, May 24, 2021 12:11 PM  
**To:** Bermes, Peter <Bermes.Peter@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Engelman-Lado, Marianne <EngelmanLado.Marianne@epa.gov>  
**Cc:** Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>  
**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

This is fantastic. I've attached a few comments, hopefully not too late. Thanks so much.

---

**From:** Bermes, Peter <Bermes.Peter@epa.gov>

**Sent:** Tuesday, May 18, 2021 3:52 PM

**To:** Packard, Elise <Packard.Elise@epa.gov>; Engelman-Lado, Marianne <EngelmanLado.Marianne@epa.gov>; Chaudhary, Dimple <Chaudhary.Dimple@epa.gov>; OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>

**Cc:** Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>

**Subject:** Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

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A word version (which does not include attachments) is attached to this email as well as a PDF version. Please provide comments in whichever format is easiest.

Please provide any comments or feedback by Friday morning or let me know if you will need additional time to review. We can then work to get this finalized and circulated to the meeting attendees.

Thank you,

Peter

Peter Bermes  
Attorney-Advisor, Office of General Counsel  
United States Environmental Protection Agency  
312-886-6631 | 77 West Jackson Blvd. Chicago, IL 60604 | R1325  
he / him / his

DRAFT

Dos and Don'ts

DO

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

DRAFT

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

DRAFT

Message

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**From:** Talbert-Duarte, Angelia [talbert-duarte.angelia@epa.gov]  
**Sent:** 5/26/2021 4:28:05 PM  
**To:** Bermes, Peter [Bermes.Peter@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Serassio, Helen [Serassio.Helen@epa.gov]; Goldman, Lisa [Goldman.Lisa@epa.gov]; Green, Noelle [Green.Noelle@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]  
**Subject:** FW: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 5.18.2021 dc (Word).docx; Draft Do's and Don'ts for Front Office Review 5.18.2021\_ATD\_5.26.2021.docx

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I added some language based on Dimple's comments. The last item I am leaving as written.

Angelia Talbert-Duarte  
Associate General Counsel  
Civil Rights and Finance Law Office  
(202) 564-8158 – Phone  
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**Cc:** Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>  
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**To:** Packard, Elise <Packard.Elise@epa.gov>; Engelman-Lado, Marianne <EngelmanLado.Marianne@epa.gov>; Chaudhary, Dimple <Chaudhary.Dimple@epa.gov>; OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>  
**Cc:** Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>  
**Subject:** Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

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Please provide any comments or feedback by Friday morning or let me know if you will need additional time to review. We can then work to get this finalized and circulated to the meeting attendees.

Thank you,

Peter

Peter Bernes  
Attorney-Advisor, Office of General Counsel  
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312-886-6631 | 77 West Jackson Blvd. Chicago, IL 60604 | R1325  
he / him / his

DRAFT

Dos and Don'ts

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**Ex. 5 AC/DP**

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**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**



DRAFT

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

DRAFT

Message

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**From:** Bermes, Peter [Bermes.Peter@epa.gov]  
**Sent:** 6/3/2021 6:22:20 PM  
**To:** Packard, Elise [Packard.Elise@epa.gov]; Engelman-Lado, Marianne [EngelmanLado.Marianne@epa.gov]; Chaudhary, Dimple [Chaudhary.Dimple@epa.gov]; OGC Immediate Office Support [OGCFrontOfficeSupportStaff@epa.gov]  
**CC:** Kelly, Lynn [Kelly.Lynn@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Talbert-Duarte, Angelia [talbert-duarte.angelia@epa.gov]; Goldman, Lisa [Goldman.Lisa@epa.gov]; Green, Noelle [Green.Noelle@epa.gov]; Serassio, Helen [Serassio.Helen@epa.gov]  
**Subject:** Binder Materials, Updated Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 6.3.2021 (Clean Version).docx; Draft Do's and Don'ts for Front Office Review 6.3.2021 (Redlined Version).docx

Hello Elise, Dimple, and Marianne:

We have incorporated your edits to the draft "Do's and Don'ts" document that was previewed at the May 7 Briefing on External Communications for new arrivals. Attached please find a redlined version of the document and a clean version of the document. This is being provided for your review and input- this is not associated with an upcoming meeting.

Please provide any comments or feedback by COB next Tuesday or let me know if you will need additional time to review. We can then work to get this finalized and circulated to the meeting attendees.

Thank you,

Peter

Peter Bermes  
Attorney-Advisor, Office of General Counsel  
United States Environmental Protection Agency  
312-886-6631 | 77 West Jackson Blvd. Chicago, IL 60604 | R1325  
he / him / his

DO'S AND DON'TS

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

# Ex. 5 AC/DP

## Additional Resources

# Ex. 5 AC/DP

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Dos and Don'ts

DO

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

DRAFT

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

DRAFT



Message

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**From:** Bermes, Peter [Bermes.Peter@epa.gov]  
**Sent:** 5/18/2021 7:51:57 PM  
**To:** Packard, Elise [Packard.Elise@epa.gov]; Engelman-Lado, Marianne [EngelmanLado.Marianne@epa.gov]; Chaudhary, Dimple [Chaudhary.Dimple@epa.gov]; OGC Immediate Office Support [OGCFrontOfficeSupportStaff@epa.gov]  
**CC:** Kelly, Lynn [Kelly.Lynn@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Talbert-Duarte, Angelia [talbert-duarte.angelia@epa.gov]; Goldman, Lisa [Goldman.Lisa@epa.gov]; Green, Noelle [Green.Noelle@epa.gov]; Serassio, Helen [Serassio.Helen@epa.gov]  
**Subject:** Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 5.18.2021 (Word).docx; Draft Do's and Don'ts for Front Office Review 5.18.2021 (PDF).pdf

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Dos and Don'ts

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**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

DRAFT

**Dos and Don'ts**

DO

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Additional Resources**

**Ex. 5 AC/DP**



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JUN 26 2013

OFFICE OF  
GENERAL COUNSEL

MEMORANDUM

SUBJECT: Applicability of FACA to Meetings with Outside Groups

FROM: Carol Ann Siciliano  
Associate General Counsel  
Cross-Cutting Issues Law Office

TO: Cynthia Jones-Jackson  
Acting Director  
Office of Federal Advisory Committee Management and Outreach

**Ex. 5 Attorney Client (AC)**

# **Ex. 5 Attorney Client (AC)**

# **Ex. 5 Attorney Client (AC)**



# **Ex. 5 Attorney Client (AC)**

# **Ex. 5 Attorney Client (AC)**

**MANAGING MEETINGS OF STAKEHOLDERS**  
**TO OBTAIN INDIVIDUAL INPUT**

**Ex. 5 Attorney Client (AC)**

**Ex. 5 Attorney Client (AC)**

# **Ex. 5 Attorney Client (AC)**

[2]

EPA Office of General Counsel: April 2014

# **Ex. 5 Attorney Client (AC)**

[3]

EPA Office of General Counsel: April 2014

# **Ex. 5 Attorney Client (AC)**

[4]

EPA Office of General Counsel: April 2014

## Appointment

---

**From:** Blake, Wendy [Blake.Wendy@epa.gov]

**Sent:** 4/12/2021 2:25:10 PM

**Subject:** Snapchat Account Discussion

**Location:** Microsoft Teams Meeting

**Start:** 4/12/2021 3:30:00 PM

**End:** 4/12/2021 3:45:00 PM

**Show Time As:** Tentative

Message

---

**From:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**Sent:** 5/4/2021 8:14:30 PM  
**To:** Enobakhare, Rosemary [Enobakhare.Rosemary@epa.gov]

sorry meeting with snapchat rn



Message

---

**From:** Levy, Maxwell [Levy.Maxwell@epa.gov]  
**Sent:** 4/19/2021 11:53:49 PM  
**To:** Enobakhare, Rosemary [Enobakhare.Rosemary@epa.gov]  
**Subject:** OPEEE Weekly Reports 4/12 - 4/16  
**Attachments:** 2021.04.16 OPEEE Weekly Reports.docx

Attached are last week's compiled weekly reports!

**Max Levy**

Special Assistant  
Office of Public Engagement and Environmental Education  
U.S. EPA Office of the Administrator  
Cell: 202.815.7752 | he/him

## **OPE WEEKLY REPORTS 4.12 – 4.16**

Office of Public Engagement and Environmental Protection Agency  
Weekly Report

Amy Dewey  
Office of Public Engagement  
Week of DATE (April 12-16, 2021)

Priorities for the Coming Week

## Ex. 5 Deliberative Process (DP)

**Accomplishments/Meetings/Events for Current Week**

Completed Briefing Document for meeting with **Unions for Jobs & Environmental Progress** for Rosemary – April 20

Completed Briefing paper for Joe Goffman, Acting AA, OAR, for Union meeting with Rosemary on April 20<sup>th</sup>.

## Ex. 5 Deliberative Process (DP)

**The “Fellowship of the Springs”** a local grassroots environmental group contacted me about helping them fight the Florida Department of Environmental Protection to save Northern Florida’s largest and highest concentration of fresh water springs on earth. The water management district is allowing the multinational conglomerate Nestle (which owns Coca Cola) to expand its lucrative bottled water business by drawing up to millions gallons of water a day from a popular swimming and tourist spot. I referred the group to the Region 4 OW because at this point there is nothing headquarters can do until Region 4 looks at the issue.

**Targeted Stakeholder Outreach – Major Announcements**

EPA Publishes 28<sup>th</sup> Annual US Greenhouse Gas Inventory  
Media Advisory Administrator Regan Will Participate in Two Events Announcing New Water Infrastructure Loans  
EPA Releases Updated Tool to Help Communities Protect Recreational Waters  
EPA Administrator Announces Agency Actions to Advance Environmental Justice

**Upcoming Confirmed Meetings/Events**

**Ex. 5 Deliberative Process (DP)**

**Management Requests: Items requiring management or senior manage input or approval:**

Still need a new computer, I have one of the old ones.

**Anticipated Work Schedule Upcoming Week**

I am working everyday next week.

**Office of Public Engagement and Environmental Protection Agency**

**Weekly Report**

**Max Levy**

**Office of Public Engagement**

*Week of April 12-16, 2021*

**Priorities for the Coming Week of April 19-23, 2021**

Earth Day and related engagement

Prep for following weeks' engagement

**Accomplishments/Meetings/Events for Current Week (April 12-16, 2021)**

EE in Action planning

Cision training

NRDC x Laura Dern briefing and prep

AFT Town Hall briefing and prep

Earth Day Toolkit almost approved

**Upcoming Confirmed Meetings/Events**

**Ex. 5 Deliberative Process (DP)**

**Outlook for the Next 60 Days**

**Ex. 5 Deliberative Process (DP)**

**Anticipated Work Schedule Upcoming Week (what days are you working):**

Monday – Friday

**Office of Public Engagement and Environmental Protection Agency  
Weekly Report**

**First and Last Name Doretta Reaves**  
**Office of Public Engagement**  
*Week of DATE (April 12-16, 2021)*

**Priorities for the Coming Week of DATE (April 19-23<sup>rd</sup>)**

OPA Huddle Meeting  
OPE Daily General Meetings on Mondays and Wednesdays  
Monthly EJ Program National Call  
OEJ and NPM EJ Coordinators Working Smarter and More Collaboratively Conference Call  
Interagency Workgroup Meeting

NEJAC Membership Application: We have received over a hundred (100) applications for new membership. EPA is in the process of appointing seven (7) new members to the National Environmental Justice Advisory Council (NEJAC), so we are looking for representatives from program and regional offices (EPA employees only) who can participate on an ad hoc cross-agency panel to review and evaluate the applicants. We estimate up to a 20-hour investment of time over a two-week period starting around April 12th – April 23rd, for the process, which includes an orientation and a post evaluation debrief.

This is a great opportunity for someone to learn about the role of federal advisory committees, how they are managed, and to get up close and personal with the inner workings of the NEJAC and learn more about environmental justice. If you are interested, please contact George Ward at [ [HYPERLINK "mailto:ward.george@epa.gov"](mailto:ward.george@epa.gov) ] by **C.O.B. April 7, 2021** and you will be added to the roster.

**Accomplishments/Meetings/Events for Current Week (April 12-16, 2021)**

OPA Huddle Meeting  
OPE Daily General Meetings on Mondays and Wednesdays  
Monthly EJ Program National Call  
Listening: 100 Days; A Peoples Town Hall for Justice  
Email News Release to stakeholders: EPA Publishes 28<sup>th</sup> Annual U.S. Greenhouse Gas Inventory

Interagency Interfaith Collaboration Conference call  
Agenda (Draft)

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)

White House Faith and Community Engagement Weekly Call – I Will Just Listen In.

Friends – **Update:** Surgeon General Vivek Murthy and Dr. Francis Collins, Director of the National Institutes of Health, will join our weekly White House Faith and Community Engagement call this Thursday, 4/15, at 12pm ET. You can [ [HYPERLINK](#)

## Ex.6

Ex.6

to attend. On the call,

Dr. Murthy and Dr. Collins will discuss the recent pause in the Johnson & Johnson vaccine and answer questions. We encourage you to invite your colleagues, congregants, and members of your community.

### Upcoming Confirmed Meetings/Events

Every Monday and Wednesday OPE Daily General Meetings

OPA Huddle Meeting

OPE Daily General Meetings on Mondays and Wednesdays

Monthly EJ Program National Call

### Outlook for the Next 60 Days

## Ex. 5 Deliberative Process (DP)

### Brainstorm/Things to Keep on the Radar:

Public Engagement Training

OPE's Mission Statement/Goal

Employee of the month recognition

OPEEE Retreat

**Management Requests: Items requiring management or senior management input or approval:**

**Anticipated Work Schedule Upcoming Week (what days are you working):**

I will be working Monday – Friday for the upcoming week.

**Office of Public Engagement and Environmental Protection Agency  
Weekly Report**

**First and Last Name: Sherry Stewart-Downer**  
**Office of Public Engagement**  
*Week of April 12-16, 2021*

**Priorities for the Coming Week of April 19-23, 2021**

OPE Daily General Meetings  
Run People Plus Report for leave reconciliation  
Huddle Meeting  
Schedule meetings for AA

**Accomplishments/Meetings/Events for Current Week (April 12-16, 2021)**

Run People Plus Report for missing timecards  
Schedule meetings for AA  
Weekly Report  
AO All Hands Meeting  
EAS Training

**Upcoming Confirmed Meetings/Events**

OPE Daily General Meetings  
Huddle Meetings

**Outlook for the Next 60 Days**

none

**Anticipated Work Schedule Upcoming Week (what days are you working):**

Monday – Friday



## OEE Weekly Reports

Office of Public Engagement and Environmental Protection Agency  
Weekly Report

Javier Araujo  
OEE

*Week of 4—15-2021*

Priorities for the Coming Week of April 19th

- Track, record and score incoming PIAEE applications
- Confirm with management a date of May 13<sup>th</sup> for next NEEAC meeting.
- If meeting date is confirmed for NEEAC meeting (draft FRN announcing meeting)

Accomplishments/Meetings/Events for Current Week

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• **Ex. 5 Deliberative Process (DP)**

- Drafted NEEAC outreach membership plan for submission to management for signature and subsequent submission to FACMD.

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• **Ex. 5 Deliberative Process (DP)**

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- Emailed former PIAEE teacher winners Bryan Beeler, Rachel Arens and Ms. Suluai-Mahuka the EPA Administrator produced video announcing the extension of PEYA/PIAEE awards application period for dissemination within their networks/contacts.

- Requested update of NEEAC web page to add link to FRN advertising new open positions on the NEEAC. Confirmed that updates were made.

## Ex. 5 Deliberative Process (DP)

- Responded to three requests for additional information on the NEEAC solicitation.

### Upcoming Confirmed Meetings/Events

Press release announcing two open positions on the NEEAC

### Outlook for the Next 60 Days

- Plan for next NEEAC virtual meeting.

### Scheduling Requests Submitted for Consideration (Administrator, AAs, RAs, or other Senior leaders)

None

### Brainstorm/Things to Keep on the Radar:

- Review questions for NEEAC listening sessions
- Plan for invited speakers for upcoming NEEAC meeting in May

### Management Requests: Items requiring management or senior management input or approval:

None

### Anticipated Work Schedule Upcoming Week (what days are you working):

Monday: 8:30am-5:30pm

Tuesday- 8:30am- 5:30pm

Wednesday-8:30am-5:30pm

Thursday- 8:30 am-5:30pm

Friday – 8;30am-5:30pm

Office of Public Engagement and Environmental Education  
Weekly Report

Michael Band  
Office of Environmental Education  
Week of: April 8-14, 2021

Priorities for the Coming Week of DATE (Example: April 15-21, 2021)

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## Ex. 5 Deliberative Process (DP)

Accomplishments/Meetings/Events for Current Week

- Completed two-day FCR 101 EPA COR Basics training, per Lee's request.
- Created the agenda for the 4/8 EE Coordinator Call, facilitated the call, and sent my follow-up notes and action items to OEE staff after call. I also scheduled both of May's EE Coordinator Calls (5/6 and 5/22).
- During the EE Coordinator Call, the Coordinators expressed a desire to bring back EE Grantee Project Updates, where we invite a grantee to join us for the beginning of a call and talk about what they have been able to accomplish in the EE space. I confirmed the participation of a R6 grantee, Insights El Paso Science Center, to discuss their Student-led Environmental Stewardship Initiative (SESI) project and how they are incorporating EJ into their EE work during our 5/22 call.
- Meet with Max and Lee to discuss details of May's *Approaches to Addressing Climate Literacy*. During this call we confirmed the date and time (5/25 @ 12:00pm ET) and platform (Teams) we will be using. We also discussed who would make for good panelists.
- Respond to Andrea Falken confirming whether or not OEE will be participating in ED's Green Ribbon School ceremony in September (respond by 4/13).
- Participated in a call with Tetra Tech where I presented the EE Grant Process excel sheet I created, which Lee would like to use as a template for additional OEE processes.
- Responded to a controlled correspondence that was sent by the President of GWU.

- Participated in two calls with staff at the Department of Education. One call with the Green Ribbon School Lead (Andrea) and another with the School Ambassador Fellowship Team (Bryan Hale and Orman Feres).

#### Upcoming Confirmed Meetings/Events

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- **Ex. 5 Deliberative Process (DP)**
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#### Outlook for the Next 60 Days

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- **Ex. 5 Deliberative Process (DP)**
- 
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#### Scheduling Requests Submitted for Consideration (Administrator, AAs, RAs, or other Senior leaders)

- 

#### Brainstorm/Things to Keep on the Radar:

- What are the next steps with the OEE StoryMap?

#### Management Requests: Items requiring management or senior management input or approval:

- Discuss timeline for obtaining my COR Level 1 certification and what I would be doing with this certification.
  - The 2-day training I completed is only 1 of 7 trainings required to become a Level 1 certified COR.

#### Anticipated Work Schedule Upcoming Week (what days are you working):

- I will be in the office each day and working from 8:30am-5:00pm during the week of April 15-21, 2021.
  - In COR Training on 4/15

**Office of Public Engagement and Environmental Protection Agency  
Weekly Report**

**Tamika Burton**  
**Office Public Engagement**  
*Week of 4/12/2021*

**Priorities for the Coming Week of 04.19.2021**

- Continuing the COR syllabus will be securing the next course in the list
- Announcing the end of the first quarter competition results with the ELMS huddle meeting – 5.4.2021 is the end of the first quarter competition
- PARS discussion

**Accomplishments/Meetings/Events for Current Week**

- Executing the OPE ELMS Huddle meeting – Tuesday
- General office meetings OPE: Monday(cancelled) and Wednesday(cancelled)
- OEE staff meeting: Monday and Wednesday
- I offer an Open house every Monday for additional assistance with Teams and ELMS assistance
- Updating Briefing memos and creating a template database for correspondence
- AO ELMS Champion Engagement call(Wednesday)
- Cision training
- Virtual in-person background interview

**Upcoming Confirmed Meetings/Events**

- I offer an Open house every Monday for additional assistance with Teams and ELMS assistance
- ELMS Huddle every Tuesday
- OPE Staff meeting touch base Mon. and Wednesday
- OEE Staff Meeting touch base Monday and Wednesday
- OCI Office Hours for those who do ELMS work
- Bi-weekly/Daily touch-base with Lee re: stakeholders briefing memos, data tracking
- NEEAC check-in with Javier(bi-weekly)
- PARS discussion
- HBCU stakeholder discussion with OPA

**Outlook for the Next 60 Days**

# **Ex. 5 Deliberative Process (DP)**

**Scheduling Requests Submitted for Consideration (Administrator, AAs, RAs, or other Senior leaders)**

N/A

**Brainstorm/Things to Keep on the Radar:**

Nothing at the moment

**Management Requests: Items requiring management or senior management input or approval:**

**Anticipated Work Schedule Upcoming Week (what days are you working):** In the office

Monday- Thursday; AWS Friday



**Office of Public Engagement and Environmental Protection Agency  
Weekly Report**

**Ginger Potter**  
**Office of Environmental Education**  
*April 12-16, 2021*

**Priorities for the Coming Week of April 19**

**Accomplishments/Meetings/Events for Current Week**

Advanced training on COMPLY system

Provided edits and comments on EPA EE week banner and potential EE video for Earth and EE Week.

Continued work on EE and the Circular Economy chapter for e-book

Working with NAAEE on extension of Year 5 due to Covid 19 restraints.

**Upcoming Confirmed Meetings/Events**

Meeting with ORD on working with HBCUs and MSIs on April 22

**Outlook for the Next 60 Days**

**Scheduling Requests Submitted for Consideration (Administrator, AAs, RAs, or other Senior leaders)**

**Brainstorm/Things to Keep on the Radar:**

**Management Requests: Items requiring management or senior management input or approval:**

**Anticipated Work Schedule Upcoming Week (what days are you working):**

Monday through Friday: 6:30 to 3:00 or 3:30; no current plans for leave

**Office of Public Engagement and Environmental Protection Agency  
Weekly Report**

**Karen Seeh  
OEE  
April 15, 2021**

**Priorities for the Coming Week of April 18th**

- Processing PEYA applications as they come in as well as responding to inquiries – inquiries are increasing, and we expect substantially more applications in the next 2 weeks. Revisit possible update to 2018 PEYA program guide or further updates to interim PEYA data entry guidance for Salesforce.
- Complete direction around Salesforce automated letters for PEYA (automated letters for grants was provided to contractor in November and not yet funded). Complete revisions to existing Salesforce dashboards.
- Update burden statement and FR notice for EE grants ICR based on feedback received. (pending direction from feedback received)
- Proceed with support for circulating tracking / inventory form (pending direction and review by union).
- Proceed with promoting EE week video on website (pending direction)
- Preliminary planning around PEYA awards ceremony (with team)
- Preliminary discussions around story map (with team)
- Begin work with TetraTech on some sort of combined repository of files / timeline that would guide future PEYA competition cycles.

**Accomplishments/Meetings/Events for Current Week**

- Continuing to screen PEYA applications and getting them to the Regions for review. Applications received in February have all been sent to the Regions. We have 70 total with Regions 2 and 9 both having over 10 applications.
- Updates to 2 Salesforce dashboards.
- Preliminary planning around PEYA awards ceremony (with team)
- Preliminary work around Salesforce privacy and security for planned work. Requested again quotes for licenses for planned work.
- Minor updates made to inventory / tracking form.

**Upcoming Confirmed Meetings/Events**

Meetings and events related to my work only tend to include routine and recurring meetings with contractors and staff which many of us are included on. I assume this is for major meetings/events that are reportable up the chain.

Outlook for the Next 60 Days

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**Ex. 5 Deliberative Process (DP)**

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**Ex. 5 Deliberative Process (DP)**

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**Ex. 5 Deliberative Process (DP)**

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**Ex. 5 Deliberative Process (DP)**

Scheduling Requests Submitted for Consideration (Administrator, AAs, RAs, or other Senior leaders)

This is generally not applicable to my work.

**Brainstorm/Things to Keep on the Radar:**

**Management Requests:** Items requiring management or senior management input or approval:

## **Ex. 5 Deliberative Process (DP)**

**Anticipated Work Schedule Upcoming Week (what days are you working):**

Anticipate working all week.

Weekly Report

**Weekly Accomplishments**

- Completed the final decision memo to NAAEE on the grant award.
- Developed a relationship with the Department of Education (ED) School Ambassador Fellowship Program leadership team to create a Teacher Fellowship Program.
- I received compliance screening results for Toyota and the Green Ribbon Schools Winners. I am waiting on a decision from OECA on Toyota's participation.
- Supported the development of EE Week materials and messaging.

**Next 60 days**

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- **Ex. 5 Deliberative Process (DP)**
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**(Management Controls) Operational Improvements OPEEE**

**Areas of Improvement for OPEEE**

- Supporting leadership in hosting stakeholder engagement meetings
- Tracking engagement and following meeting request procedures
- Using stakeholder engagement technology (Zoom, Cision, and conference calls)
- Complete hiring functions on within the timeframe outlined by HR
- Award the NAAEE grant ASAP

**Leadership Request for the week of April 19, 2021**

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- **Ex. 5 Deliberative Process (DP)**
- 

**Corrective Actions by April 30, 2021**

1. Hiram Tanner III, Acting Director of OPE, will align all employees to the new processes and priorities of the EPA by performing the following task:
  - a. Host an all hands meeting and provide the OPE employees the FY 2021 priorities and expectations by April 28, 2021.
  - b. Update all employees PARS to align with the new direction of the Office by April 30, 2021.
  - c. Provide employees a tracking template that contains all information that the leadership team is tracking at the staff level by April 16, 2021. Review stakeholder engagement request from the OPE tracker in the Monday and Wednesday meeting staff meetings.
  - d. Reassign stakeholder groups to have employees cover all stakeholder list in OPE by April 28, 2021. Require that the employees update all the stakeholder list by May 30, 2021.
  - e. Ensure employees receive and complete training on all stakeholder engagement technologies by April 30, 2021.
  - f. Develop a workplan template for the staff to use to develop stakeholder engagement strategies for major rollouts.

Message

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**From:** Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]  
**Sent:** 5/13/2021 12:17:15 PM  
**To:** Bermes, Peter [Bermes.Peter@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]  
**Subject:** GLO comments  
**Attachments:** Notes on follow-up from 5.7 briefing GLO comments.docx

I saved our GLO comments on a static version (attached here) and shared an updated version w/o most comments with the rest of the group (sent as a link earlier). Once we discuss this morning, we can figure out next steps. I just wanted you both to have the version with your margin comments for reference,

Charlotte Youngblood (she/her)  
Deputy Associate General Counsel  
General Law Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
(202) 564-0283  
youngblood.charlotte@epa.gov

DRAFT

Do's and Don'ts

Do

**Ex. 5 AC/DP**

Don't

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**



DRAFT

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

Message

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**From:** Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]  
**Sent:** 6/2/2021 8:27:20 PM  
**To:** Bermes, Peter [Bermes.Peter@epa.gov]  
**CC:** Kelly, Lynn [Kelly.Lynn@epa.gov]  
**Subject:** FW: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review  
**Attachments:** Draft Do's and Don'ts for Front Office Review 5.18.2021\_hls\_5.27.2021\_atd.docx

Peter,

I'm sorry to ask this... but would you have time to clean the attached up and circulate to the FO? (Tomorrow is fine) I keep thinking I can multi-task in meetings to clean this up and give it a final editing read, but forget that when I'm acting as both Charlotte & Wendy, people are always asking me questions and additional multi-tasking is impossible 😊 Let me know if your schedule would allow it. I'd like someone to be able to focus on it for 15 minutes for a final read-through to make sure there aren't any typos or sentences that don't make sense. I had said I would submit both a red-line version AND a clean version into the binders... so, if you could do that, I would greatly appreciate it.

If you are too slammed tomorrow, let me know and I'll figure out another plan!

Thanks again,

Charlotte Youngblood (she/her)  
Deputy Associate General Counsel  
General Law Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
(202) 564-0283  
youngblood.charlotte@epa.gov

---

**From:** Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>  
**Sent:** Tuesday, June 1, 2021 7:17 AM  
**To:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Serassio, Helen <Serassio.Helen@epa.gov>; Bermes, Peter <Bermes.Peter@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Goldman, Lisa <Goldman.Lisa@epa.gov>; Green, Noelle <Green.Noelle@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>  
**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

Good morning Charlotte,

Thanks for your email! I thought you were out this week and had a note to myself to ask GLO folks if anything else were needed since Helen and I have edited/commented. I actually made one additional edit and attached here. Nothing further from me.

Angelia Talbert-Duarte  
Associate General Counsel  
Civil Rights and Finance Law Office  
(202) 564-8158 – Phone  
(202) 564-5416 - Fax

---

**From:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>  
**Sent:** Tuesday, June 01, 2021 7:07 AM  
**To:** Serassio, Helen <Serassio.Helen@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Bermes,

Peter <[Bermes.Peter@epa.gov](mailto:Bermes.Peter@epa.gov)>; Kelly, Lynn <[Kelly.Lynn@epa.gov](mailto:Kelly.Lynn@epa.gov)>; Goldman, Lisa <[Goldman.Lisa@epa.gov](mailto:Goldman.Lisa@epa.gov)>; Green, Noelle <[Green.Noelle@epa.gov](mailto:Green.Noelle@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>

**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

Thanks, all. I'm happy to take a final look at this and submit to the binders later today. Does anyone else have anything further they need to do on it? I'll plan to submit a track-changes and clean version **this afternoon around 3pm** so that the FO can see how we responded to their comments.

Thanks again,

Charlotte Youngblood (she/her)  
Deputy Associate General Counsel  
General Law Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
(202) 564-0283  
[youngblood.charlotte@epa.gov](mailto:youngblood.charlotte@epa.gov)

---

**From:** Serassio, Helen <[Serassio.Helen@epa.gov](mailto:Serassio.Helen@epa.gov)>

**Sent:** Thursday, May 27, 2021 9:00 AM

**To:** Talbert-Duarte, Angelia <[talbert-duarte.angelia@epa.gov](mailto:talbert-duarte.angelia@epa.gov)>; Bermes, Peter <[Bermes.Peter@epa.gov](mailto:Bermes.Peter@epa.gov)>; Youngblood, Charlotte <[Youngblood.Charlotte@epa.gov](mailto:Youngblood.Charlotte@epa.gov)>; Kelly, Lynn <[Kelly.Lynn@epa.gov](mailto:Kelly.Lynn@epa.gov)>; Goldman, Lisa <[Goldman.Lisa@epa.gov](mailto:Goldman.Lisa@epa.gov)>; Green, Noelle <[Green.Noelle@epa.gov](mailto:Green.Noelle@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>

**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

Thanks, Angie. I added a few minor edits and added it to your version.

Best,

Helen

Helen Serassio (she, her, hers)  
Associate General Counsel  
Cross-Cutting Issues Law Office  
Office of General Counsel  
US Environmental Protection Agency  
202-336-2500

---

**From:** Talbert-Duarte, Angelia <[talbert-duarte.angelia@epa.gov](mailto:talbert-duarte.angelia@epa.gov)>

**Sent:** Wednesday, May 26, 2021 12:28 PM

**To:** Bermes, Peter <[Bermes.Peter@epa.gov](mailto:Bermes.Peter@epa.gov)>; Youngblood, Charlotte <[Youngblood.Charlotte@epa.gov](mailto:Youngblood.Charlotte@epa.gov)>; Kelly, Lynn <[Kelly.Lynn@epa.gov](mailto:Kelly.Lynn@epa.gov)>; Serassio, Helen <[Serassio.Helen@epa.gov](mailto:Serassio.Helen@epa.gov)>; Goldman, Lisa <[Goldman.Lisa@epa.gov](mailto:Goldman.Lisa@epa.gov)>; Green, Noelle <[Green.Noelle@epa.gov](mailto:Green.Noelle@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>

**Subject:** FW: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

All,

I added some language based on Dimple's comments. The last item I am leaving as written.

Angelia Talbert-Duarte  
Associate General Counsel  
Civil Rights and Finance Law Office  
(202) 564-8158 – Phone  
(202) 564-5416 - Fax

---

**From:** Chaudhary, Dimple <[Chaudhary.Dimple@epa.gov](mailto:Chaudhary.Dimple@epa.gov)>

**Sent:** Monday, May 24, 2021 12:11 PM

**To:** Bermes, Peter <[Bermes.Peter@epa.gov](mailto:Bermes.Peter@epa.gov)>; Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>; Engelman-Lado, Marianne <[EngelmanLado.Marianne@epa.gov](mailto:EngelmanLado.Marianne@epa.gov)>

**Cc:** Kelly, Lynn <[Kelly.Lynn@epa.gov](mailto:Kelly.Lynn@epa.gov)>; Youngblood, Charlotte <[Youngblood.Charlotte@epa.gov](mailto:Youngblood.Charlotte@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>; Talbert-Duarte, Angelia <[talbert-duarte.angelia@epa.gov](mailto:talbert-duarte.angelia@epa.gov)>; Goldman, Lisa <[Goldman.Lisa@epa.gov](mailto:Goldman.Lisa@epa.gov)>; Green, Noelle <[Green.Noelle@epa.gov](mailto:Green.Noelle@epa.gov)>; Serassio, Helen <[Serassio.Helen@epa.gov](mailto:Serassio.Helen@epa.gov)>

**Subject:** RE: Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

This is fantastic. I've attached a few comments, hopefully not too late. Thanks so much.

---

**From:** Bermes, Peter <[Bermes.Peter@epa.gov](mailto:Bermes.Peter@epa.gov)>

**Sent:** Tuesday, May 18, 2021 3:52 PM

**To:** Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>; Engelman-Lado, Marianne <[EngelmanLado.Marianne@epa.gov](mailto:EngelmanLado.Marianne@epa.gov)>; Chaudhary, Dimple <[Chaudhary.Dimple@epa.gov](mailto:Chaudhary.Dimple@epa.gov)>; OGC Immediate Office Support <[OGCFrontOfficeSupportStaff@epa.gov](mailto:OGCFrontOfficeSupportStaff@epa.gov)>

**Cc:** Kelly, Lynn <[Kelly.Lynn@epa.gov](mailto:Kelly.Lynn@epa.gov)>; Youngblood, Charlotte <[Youngblood.Charlotte@epa.gov](mailto:Youngblood.Charlotte@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>; Talbert-Duarte, Angelia <[talbert-duarte.angelia@epa.gov](mailto:talbert-duarte.angelia@epa.gov)>; Goldman, Lisa <[Goldman.Lisa@epa.gov](mailto:Goldman.Lisa@epa.gov)>; Green, Noelle <[Green.Noelle@epa.gov](mailto:Green.Noelle@epa.gov)>; Serassio, Helen <[Serassio.Helen@epa.gov](mailto:Serassio.Helen@epa.gov)>

**Subject:** Binder Materials, Draft Do's and Don'ts Document from May 7 Meeting for Review

Hello Elise, Dimple, and Marianne:

Attached please find a draft "Do's and Don'ts" document that was previewed at the May 7 Briefing on External Communications for new arrivals. This is being provided for your review and input- this is not associated with an upcoming meeting.

A word version (which does not include attachments) is attached to this email as well as a PDF version. Please provide comments in whichever format is easiest.

Please provide any comments or feedback by Friday morning or let me know if you will need additional time to review. We can then work to get this finalized and circulated to the meeting attendees.

Thank you,

Peter

Peter Bermes  
Attorney-Advisor, Office of General Counsel  
United States Environmental Protection Agency  
312-886-6631 | 77 West Jackson Blvd. Chicago, IL 60604 | R1325  
he / him / his

DRAFT

Dos and Don'ts

DO

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

DON'T

**Ex. 5 AC/DP**

DRAFT

**Ex. 5 AC/DP**

Additional Resources

**Ex. 5 AC/DP**

DRAFT

Message

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**From:** Albright, Scott [Albright.Scott@epa.gov]  
**Sent:** 4/12/2021 12:51:33 PM  
**To:** Stachowiak, Robert [Stachowiak.Robert@epa.gov]  
**CC:** Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]  
**Subject:** FW: Creation of Administrator Regan Snapchat Account

The new administration wants to use Snapchat.

**Ex. 5 Attorney Client (AC)**

## Ex. 5 Attorney Client (AC)

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Albright, Scott  
**Sent:** Monday, April 12, 2021 8:45 AM  
**To:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

The link to the amendment still doesn't work for me, unfortunately.

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Sent:** Monday, April 12, 2021 8:42 AM  
**To:** Albright, Scott <Albright.Scott@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

## Ex. 5 AC/DP

Also, I've corrected my original email below to correct the hyperlink for the Snapchat terms.

Chuck Widener



Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:29 AM  
**To:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Chuck – I'll take a look.

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:14 AM  
**To:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Cc:** Shogren, Angela <[Shogren.Angela@epa.gov](mailto:Shogren.Angela@epa.gov)>  
**Subject:** Creation of Administrator Regan Snapchat Account

Good morning Scott,

The new administration would like to establish a Snapchat account for Administrator Regan. I believe the government Terms of Service is sufficient, but wanted to run this by you before we set up the account.

- Digital.gov Negotiated Terms of Service Agreements – GSA (<https://digital.gov/resources/negotiated-terms-of-service-agreements/>)
- Amendment to Snap Inc. Terms of Service for U.S. Government Users – October 2019 (<https://www.snap.com/en-US/terms/us-amendment>)

Let me know your thoughts. They would like to establish the account this week if possible.

**Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)



Message

**From:** Stachowiak, Robert [Stachowiak.Robert@epa.gov]  
**Sent:** 4/12/2021 1:23:31 PM  
**To:** Kelly, Lynn [Kelly.Lynn@epa.gov]  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Hi Lynn, I'm not sure whether the questions below are directed to me, but if they are -

Ex. 5 AC/DP

Ex. 5 AC/DP

Ex. 5 AC/DP Does this help?

**From:** Kelly, Lynn <Kelly.Lynn@epa.gov>  
**Sent:** Monday, April 12, 2021 9:10 AM  
**To:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>  
**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

# Ex. 5 AC/DP

**Lynn Kelly** (she/her) | Assistant General Counsel for FOIA Litigation & Related Counseling | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

**From:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>  
**Sent:** Monday, April 12, 2021 9:04 AM  
**To:** Albright, Scott <Albright.Scott@epa.gov>  
**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Thanks Scott –

Lynn/Kevin –

Ex. 5 AC/DP

-R

**From:** Albright, Scott <Albright.Scott@epa.gov>  
**Sent:** Monday, April 12, 2021 8:59 AM  
**To:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>  
**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>  
**Subject:** FW: Creation of Administrator Regan Snapchat Account

... as a quick follow, Snapchat did put out a “fed-friendly” amendment to its general terms of service in October 2019 (see below) – Ex. 5 AC/DP

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Sent:** Monday, April 12, 2021 8:55 AM  
**To:** Albright, Scott <Albright.Scott@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Attached is an image of the terms, and full text is below.

<https://www.snap.com/en-US/terms/us-amendment>

# Amendment to Snap Inc. Terms of Service for U.S. Government Users

Effective: October 30, 2019

## Introduction

This Amendment to Snap Inc. Terms of Service for U.S. Government Users (“Amendment”) amends and incorporates by reference the Snap Inc. Terms of Service (“Terms”), and applies to U.S. Government (“you” or “Agency”) use of the Services in an official capacity (“Government Use”). Except as expressly specified in this Amendment, the Terms remain in full force and effect. If this Amendment conflicts with the Terms or with other Snap Inc. terms, guidelines, or policies related to the Services, then to the extent of the conflict this Amendment will prevail. Nothing in this Amendment makes Snap Inc. a government contractor for any Agency. Some terms used in this Amendment are defined in the Terms.

## 1. Government Entity

As applied to Government Use, the words “you” and “your” within the Terms refer to the Agency itself and do not apply to nor bind the individuals who use the Services on the Agency's behalf.

## 2. No Endorsements

Snap Inc. agrees that your name, seals, trademarks, logos, service marks, trade names, and the fact that you use the Services will not be used by Snap Inc. in a manner that may state or imply that the Agency is endorsing, sponsoring, or recommending the Services. Except for areas where content is under the control of the Agency, or for links to or promotion of such areas or content, Snap

Inc. agrees not to display any Agency seals, trademarks, logos, service marks, and trade names on its homepage or elsewhere on its webpage unless permission to do so has been granted by the Agency or by another relevant U.S. Government authority. Snap Inc. may list the Agency's name in a publicly available customer list on its homepage, in promotional materials, or elsewhere so long as the name is not displayed in a more prominent fashion than that of any other third party name.

### **3. Terms Inconsistent with Federal Law**

The provisions in our Terms titled "Indemnity," "Arbitration, Class-Action Waiver, and Jury Waiver," "Exclusive Venue," and "Choice of Law" will only apply to the extent they do not conflict with federal law. For Government Use, these Terms, and any claims or disputes arising out of or relating to Government Use (whether in contract, tort, or otherwise) will be governed by federal law (without reference to conflict of laws). In the absence of federal law and to the extent permitted under federal law, the laws of the State of California will apply.

# # #

#### **Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:45 AM  
**To:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

The link to the amendment still doesn't work for me, unfortunately.

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:42 AM  
**To:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

The only solution that I know of is to record all posts in a record keeping system (like OneNote or Excel) prior to posting it on Snapchat.

Also, I've corrected my original email below to correct the hyperlink for the Snapchat terms.

**Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:29 AM  
**To:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Chuck – I'll take a look.

Ex. 5 AC/DP

**Ex. 5 AC/DP**

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

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**From:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:14 AM  
**To:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Cc:** Shogren, Angela <[Shogren.Angela@epa.gov](mailto:Shogren.Angela@epa.gov)>  
**Subject:** Creation of Administrator Regan Snapchat Account

Good morning Scott,

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- Digital.gov Negotiated Terms of Service Agreements – GSA (<https://digital.gov/resources/negotiated-terms-of-service-agreements/>)
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Let me know your thoughts. They would like to establish the account this week if possible.

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Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

Message

---

**From:** Albright, Scott [Albright.Scott@epa.gov]  
**Sent:** 4/12/2021 12:59:11 PM  
**To:** Stachowiak, Robert [Stachowiak.Robert@epa.gov]  
**CC:** Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]  
**Subject:** FW: Creation of Administrator Regan Snapchat Account  
**Attachments:** Snapchat\_terms.png

... as a quick follow, Snapchat did put out a “fed-friendly” amendment to its general terms of service in October 2019 (see below) – Ex. 5 AC/DP

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Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

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**From:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>  
**Sent:** Monday, April 12, 2021 8:55 AM  
**To:** Albright, Scott <Albright.Scott@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Attached is an image of the terms, and full text is below.

<https://www.snap.com/en-US/terms/us-amendment>

# Amendment to Snap Inc. Terms of Service for U.S. Government Users

Effective: October 30, 2019

## Introduction

This Amendment to Snap Inc. Terms of Service for U.S. Government Users (“Amendment”) amends and incorporates by reference the Snap Inc. [Terms of Service](#) (“Terms”), and applies to U.S. Government (“you” or “Agency”) use of the Services in an official capacity (“Government Use”). Except as expressly specified in this Amendment, the Terms remain in full force and effect. If this Amendment conflicts with the Terms or with other Snap Inc. terms, guidelines, or policies related to the Services, then to the extent of the conflict this Amendment will prevail. Nothing in this Amendment makes Snap Inc. a government contractor for any Agency. Some terms used in this Amendment are defined in the Terms.

## 1. Government Entity



As applied to Government Use, the words “you” and “your” within the Terms refer to the Agency itself and do not apply to nor bind the individuals who use the Services on the Agency's behalf.

## **2. No Endorsements**

Snap Inc. agrees that your name, seals, trademarks, logos, service marks, trade names, and the fact that you use the Services will not be used by Snap Inc. in a manner that may state or imply that the Agency is endorsing, sponsoring, or recommending the Services. Except for areas where content is under the control of the Agency, or for links to or promotion of such areas or content, Snap Inc. agrees not to display any Agency seals, trademarks, logos, service marks, and trade names on its homepage or elsewhere on its webpage unless permission to do so has been granted by the Agency or by another relevant U.S. Government authority. Snap Inc. may list the Agency's name in a publicly available customer list on its homepage, in promotional materials, or elsewhere so long as the name is not displayed in a more prominent fashion than that of any other third party name.

## **3. Terms Inconsistent with Federal Law**

The provisions in our Terms titled “Indemnity,” “Arbitration, Class-Action Waiver, and Jury Waiver,” “Exclusive Venue,” and “Choice of Law” will only apply to the extent they do not conflict with federal law. For Government Use, these Terms, and any claims or disputes arising out of or relating to Government Use (whether in contract, tort, or otherwise) will be governed by federal law (without reference to conflict of laws). In the absence of federal law and to the extent permitted under federal law, the laws of the State of California will apply.

# # #

### **Chuck Widener**

Director, Office of Web Communications  
Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

---

**From:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Sent:** Monday, April 12, 2021 8:45 AM  
**To:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

The link to the amendment still doesn't work for me, unfortunately.

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

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## Ex. 5 AC/DP

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**Chuck Widener**  
Director, Office of Web Communications  
Office of Public Affairs  
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Mail Code: 1703A, Washington, D.C. 20460  
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Chuck – I'll take a look.

Ex. 5 AC/DP

## Ex. 5 AC/DP

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Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

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**Sent:** Monday, April 12, 2021 8:14 AM  
**To:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Cc:** Shogren, Angela <[Shogren.Angela@epa.gov](mailto:Shogren.Angela@epa.gov)>  
**Subject:** Creation of Administrator Regan Snapchat Account

Good morning Scott,

The new administration would like to establish a Snapchat account for Administrator Regan. I believe the government Terms of Service is sufficient, but wanted to run this by you before we set up the account.

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- Amendment to Snap Inc. Terms of Service for U.S. Government Users – October 2019 (<https://www.snap.com/en-US/terms/us-amendment>)

Let me know your thoughts. They would like to establish the account this week if possible.

**Chuck Widener**

Director, Office of Web Communications

Office of Public Affairs

US Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

Mail Code: 1703A, Washington, D.C. 20460

Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

# Amendment to Snap Inc. Terms of Service for U.S. Government Users

Effective: October 30, 2019

## Introduction

This Amendment to Snap Inc. Terms of Service for U.S. Government Users ("Amendment") amends and incorporates by reference the Snap Inc. [Terms of Service](#) ("Terms"), and applies to U.S. Government ("you" or "Agency") use of the Services in an official capacity ("Government Use"). Except as expressly specified in this Amendment, the Terms remain in full force and effect. If this Amendment conflicts with the Terms or with other Snap Inc. terms, guidelines, or policies related to the Services, then to the extent of the conflict this Amendment will prevail. Nothing in this Amendment makes Snap Inc. a government contractor for any Agency. Some terms used in this Amendment are defined in the Terms.

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Message

**From:** Albright, Scott [Albright.Scott@epa.gov]  
**Sent:** 4/12/2021 1:25:08 PM  
**To:** Kelly, Lynn [Kelly.Lynn@epa.gov]; Stachowiak, Robert [Stachowiak.Robert@epa.gov]  
**CC:** Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

**Ex. 5 AC/DP**

Thanks,

Scott Albright  
U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
(202) 564-2884

---

**From:** Kelly, Lynn <Kelly.Lynn@epa.gov>  
**Sent:** Monday, April 12, 2021 9:10 AM  
**To:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>  
**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

Sorry I forgot to add one additional question –

**Ex. 5 AC/DP**

**Ex. 5 AC/DP**

**Lynn Kelly** (she/her) | Assistant General Counsel for FOIA Litigation & Related Counseling | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

---

**From:** Kelly, Lynn  
**Sent:** Monday, April 12, 2021 9:10 AM  
**To:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>  
**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>  
**Subject:** RE: Creation of Administrator Regan Snapchat Account

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Lynn Kelly (she/her) | Assistant General Counsel for FOIA Litigation & Related Counseling | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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---

**From:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>

**Sent:** Monday, April 12, 2021 9:04 AM

**To:** Albright, Scott <Albright.Scott@epa.gov>

**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>

**Subject:** RE: Creation of Administrator Regan Snapchat Account

Thanks Scott –

Lynn/Kevin –

**Ex. 5 AC/DP**

-R

---

**From:** Albright, Scott <Albright.Scott@epa.gov>

**Sent:** Monday, April 12, 2021 8:59 AM

**To:** Stachowiak, Robert <Stachowiak.Robert@epa.gov>

**Cc:** Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>

**Subject:** FW: Creation of Administrator Regan Snapchat Account

... as a quick follow, Snapchat did put out a “fed-friendly” amendment to its general terms of service in October 2019 (see below) –

**Ex. 5 AC/DP**

Thanks,

Scott Albright

U.S. EPA

Office of General Counsel

Intellectual Property Law &

Information Law practice groups

(202) 564-2884

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**From:** Widener, Charles (Chuck) <Widener.Charles@epa.gov>

**Sent:** Monday, April 12, 2021 8:55 AM

**To:** Albright, Scott <Albright.Scott@epa.gov>

**Subject:** RE: Creation of Administrator Regan Snapchat Account

Attached is an image of the terms, and full text is below.

<https://www.snap.com/en-US/terms/us-amendment>

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**Sent:** Monday, April 12, 2021 8:45 AM  
**To:** Widener, Charles (Chuck) <[Widener.Charles@epa.gov](mailto:Widener.Charles@epa.gov)>  
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U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
Information Law practice groups  
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Ex. 5 AC/DP

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U.S. EPA  
Office of General Counsel  
Intellectual Property Law &  
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**To:** Albright, Scott <[Albright.Scott@epa.gov](mailto:Albright.Scott@epa.gov)>  
**Cc:** Shogren, Angela <[Shogren.Angela@epa.gov](mailto:Shogren.Angela@epa.gov)>  
**Subject:** Creation of Administrator Regan Snapchat Account

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Office of Public Affairs  
US Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Mail Code: 1703A, Washington, D.C. 20460  
Tel: 202-564-8403 | [widener.charles@epa.gov](mailto:widener.charles@epa.gov)

Message

---

**From:** Lance, Kathleen [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=77D5FB0F86E0487FB806EC7D3E259AD0-LANCE, KATH]  
**Sent:** 4/1/2021 8:56:52 PM  
**To:** O'Brien, Grant [OBrien.Grant@epa.gov]  
**Subject:** FW: Agenda for Digital Meeting

For his last meeting tomorrow with Lindsay and Jamie re: digital.

Kathleen C. Lance  
Director of Scheduling and Advance  
U.S. Environmental Protection Agency  
Cell: (202) 941-1109

---

**From:** Hamilton, Lindsay <Hamilton.Lindsay@epa.gov>  
**Sent:** Thursday, April 1, 2021 4:05 PM  
**To:** Lance, Kathleen <Lance.Kathleen@epa.gov>  
**Cc:** Green, Jamie <Green.Jamie.A@epa.gov>  
**Subject:** Agenda for Digital Meeting

**Digital Conversation**

- A. Intro to Jamie Green
- B. New Account Possibilities
  - a. Instagram
  - b. Snapchat
- C. Near-term Digital Ideas
  - a. Solution Committee – Snapchat Show
  - b. Twitter Q&A
  - c. Instagram Live for Earth Day
- D. Process
  - a. Twitter
  - b. Other social

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/8/2021 6:36:30 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

This event has been changed.

### Snap x EPA

**When** Changed: Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN) Ex. 6

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

### **more details »**

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More.](#)

**Subject:** Snap x EPA

End: 4/19/2021 10:00:00 PM

This event has a video call

Join:	Ex. 6
(US)	Ex. 6 PTN:

View your event at

### Ex. 6

## Appointment

---

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:20:21 PM  
**To:** rvangelos@snapchat.com; Levy, Maxwell [Levy.Maxwell@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Tue May 4, 2021 1pm – 1:25pm Pacific Time - Los Angeles

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN: **Ex. 6**)

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- rvangelos@snapchat.com - organizer
- Levy, Maxwell
- Green, Jamie
- Sofia Gross

### **more details »**

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. Learn More.

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**To:** rvangelos@snapchat.com; Levy, Maxwell [levy.maxwell@epa.gov]; Green, Jamie [green.jamie.a@epa.gov]; Sofia Gross [sofiag@snap.com]  
**Subject:** Snap x EPA  
**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)

This event has a video call.  
Join: <https://meet.google.com/hsk-dwyd-awa>  
(US) Ex. 6 PIN: Ex. 6  
View more phone numbers: Ex. 6

## Ex. 6

## Appointment

---

**From:** Levy, Maxwell [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B27AF5BD953A4F31874DEC1D94ED0F97-LEVY, MAXWE]  
**Sent:** 4/8/2021 6:36:52 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]  
**Subject:** Accepted: Snap x EPA  
**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Busy

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/8/2021 6:36:30 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Thu Apr 15, 2021 4pm – 4:30pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN) Ex. 6

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie
- Levy, Maxwell

#### more details »

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from Google Calendar

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).



**From:** Sofia Gross [sofia.gross@snapchat.com]  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; to: Green, Jamie [green.jamie.a@epa.gov]; Levy, Maxwell [levy.maxwell@epa.gov]  
**Subject:** Snap x EPA  
**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)

This event has a video call

Join:

(US)  PIN:

View more phone numbers:

View your event at **Ex. 6**

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/15/2021 7:40:23 PM  
**To:** Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com  
**Subject:** Updated invitation: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (levy.maxwell@epa.gov)  
**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)

## Appointment

---

**From:** tlandis2@snapchat.com [tlandis2@snapchat.com]  
**Sent:** 4/8/2021 6:35:00 PM  
**To:** Megan Rollins [megan.rollins@snapchat.com]; teddy.landis@snap.com; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]

**Subject:** Invitation: Snap x EPA @ Thu Apr 15, 2021 4pm - 4:30pm (EDT) (levy.maxwell@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/15/2021 8:00:00 PM  
**End:** 4/15/2021 8:30:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Thu Apr 15, 2021 4pm – 4:30pm Eastern Time - New York

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN) **Ex. 6**

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- Sofia Gross - organizer
- Megan Rollins
- teddy.landis@snap.com
- to: Green, Jamie
- Levy, Maxwell

#### more details »

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from Google Calendar

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

## Appointment

---

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:20:09 PM  
**To:** Levy, Maxwell [Levy.Maxwell@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]

**Subject:** Invitation: Snap x EPA @ Tue May 4, 2021 1pm - 1:25pm (PDT) (levy.maxwell@epa.gov)  
**Attachments:** invite.ics

**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Tue May 4, 2021 1pm – 1:25pm Pacific Time – Los Angeles

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN: **Ex. 6**)

[More phone numbers](#)

**Calendar** levy.maxwell@epa.gov

**Who**

- rvangelos@snapchat.com - organizer
- Levy, Maxwell
- Green, Jamie
- Sofia Gross

#### [more details »](#)

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/16/2021 10:38:06 PM  
**To:** Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Canceled event: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (levy.maxwell@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

**This event has been canceled.**

### Snap x EPA

**When** Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN) **Ex. 6**

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- Sofia Gross - organizer
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

Invitation from Google Calendar

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

## Appointment

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**From:** Levy, Maxwell [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b27af5bd953a4f31874dec1d94ed0f97-Levy, Maxwe]  
**Sent:** 4/19/2021 11:25:48 PM  
**To:** rvangelos@snapchat.com  
**Subject:** Accepted: Snap x EPA  
**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Busy

## Appointment

---

**From:** Sofia Gross [sofia.gross@snapchat.com]  
**Sent:** 4/8/2021 6:36:30 PM  
**To:** Sofia Gross [sofia.gross@snapchat.com]; Green, Jamie [Green.Jamie.A@epa.gov]; Levy, Maxwell [Levy.Maxwell@epa.gov]; rvangelos@snap.com

**Subject:** Canceled event: Snap x EPA @ Mon Apr 19, 2021 5:30pm - 6pm (EDT) (levy.maxwell@epa.gov)  
**Attachments:** invite.ics

**Start:** 4/19/2021 9:30:00 PM  
**End:** 4/19/2021 10:00:00 PM  
**Show Time As:** Free

**Recurrence:** (none)

**This event has been canceled.**

### Snap x EPA

**When** Mon Apr 19, 2021 5:30pm – 6pm Eastern Time - New York

**Joining info** Join with Google Meet

Ex. 6

Join by phone

(US) Ex. 6 (PIN) Ex. 6

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- Sofia Gross - organizer
- to: Green, Jamie
- Levy, Maxwell
- rvangelos@snap.com

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More.](#)

## Appointment

---

**From:** rvangelos@snapchat.com [rvangelos@snapchat.com]  
**Sent:** 4/19/2021 11:20:21 PM  
**To:** rvangelos@snapchat.com; Levy, Maxwell [Levy.Maxwell@epa.gov]; Green, Jamie [Green.Jamie.A@epa.gov]; Sofia Gross [sofiag@snap.com]

**Subject:** Snap x EPA  
**Attachments:** invite.ics

**Start:** 5/4/2021 8:00:00 PM  
**End:** 5/4/2021 8:25:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

You have been invited to the following event.

### Snap x EPA

**When** Tue May 4, 2021 1pm – 1:25pm Pacific Time - Los Angeles

**Joining info** Join with Google Meet

**Ex. 6**

Join by phone

(US) **Ex. 6** (PIN) **Ex. 6**

More phone numbers

**Calendar** levy.maxwell@epa.gov

**Who**

- rvangelos@snapchat.com - organizer
- Levy, Maxwell
- Green, Jamie
- Sofia Gross

#### **more details »**

Going (levy.maxwell@epa.gov)? **Yes - Maybe - No** more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account levy.maxwell@epa.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://calendar.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. Learn More.